

**Chaffey-Burke PAC Meeting Agenda
September 20, 2018 9:15am, Staff Room**

Start time: 9:20am

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

Regrets: Ms. Carlene Montgomery (Head Teacher)

1. **PAC Chair welcome – Eugene**
Went around the table introduced ourselves
2. Approval of the agenda
Motioned, Seconded, Motion Carried
3. Approval of Minutes of Previous Meeting held on August 28, 2018
Motioned, Seconded, Motion Carried
4. **Principal's report - Claudio**
 - School population is about 560, changes on daily basis, started at 584 on Sept. 4th; 76 ins/outs from Aug. 26 to Sept. 5, which creates challenges creating class base, class composition and fair classes.
 - Technically, maximum capacity for this school is 605, but in reality, it is about 580 due to the contractual obligation of class size and special needs limits.
 - New portable is up running
 - Concerning is the population in this area is growing – another portable in planning
 - Need more play space, want to put blacktop area at current baseball area
 - There are In-take meetings in the coming week, 2 early dismissals at 2pm on Wednesday and Thursday
 - Terry Fox run in the afternoon on Oct. 5th, there are fundraising going on. Teacher activities when we reach certain benchmark
 - School focus this year is on inquiry, and making learning visible.
 - Over past 4 years, school's focuses were on communicating student learning, connecting parents to the new curriculum, and assessment of reporting. School spent lots of time on conversations, evening events to explain why we are moving away from letter grades to standard based assessment.
 - "Make learning visible": often learning is a cognitive process you cannot see what a child is thinking, our goal is to create opportunities to see the process. It is an ambitious goal, teachers are excited, and school hired a consultant, Lee Watanabe-Crockett, who does this work around the world. On Friday, the first Pro-D day of this school year, teachers will talk about this process to create inquiry questions, each teacher will take turns to highlight one of the themes to help parent to understand the process.

- Books written by Lee Watanabe-Crockett are “Mindful assessment” and “Shifts of practice”. Book “Shifts of practice” will be using as a guide.
- Playground upgrade requests. No population shrinking in near future, kids need play places. We are trying to create a blacktop area, if not an option, may put up another piece of playground equipment. Some equipment costs more, it probably takes 4+ years for PAC to raise that kind of money.
- Catchment boundary discussion – no possibilities to change for this school for now
- School bought a bench for playground area, called “Buddy Bench” – concept is, if you sat on the bench alone, or not playing with others, we and students will come to engage you.
- Suggestion to PAC to consider to build seating places outside to encourage people to come and join school community.
- Wish list (as attached, few highlights as below)
 - Environmental / Beautification – encourage kids to the life cycle of growth, farming.
 - Field Trip subsidy – cost for renting a bus goes up
- Mr. Bortolussi tried to purchase as many items as he can from teachers’ own wish list with school budget, but may make few requests to the school wish list.
- Irene asked if it is possible to add an Incubator purchase request from Mrs. Nielson’s class, since it helps kids to understand the life cycle of ducks.

5. **Head teacher’s report** - Carlene

Ms. Montgomery is teaching, no updates for this meeting.

6. **Treasurer’s report** – Irene

- Detailed report is attached
- Few highlights as below
 - Surplus for fiscal year 2017/2018 – reason for that is net profit from hot lunch is more than we expected. Ellen did good job and she will continue working on this for us. She will try some new supplies due to few hiccups last year. We need parent volunteers to distribute lunches to classes.
 - Expenses are also less than we thought
 - Profit from Purdy chocolate fundraising was more than what we expected as well
 - Cash is about 19K as of August 2018
 - Expecting gaming grant, about 11K

Action: Irene - to provide budget for next meeting

7. **Business arising from previous meeting**

a. Milk & Juice schedule

i. Every Monday, Tuesday, Wednesday

Action: Cindy - to send an email to office admin the milk & Juice schedule and update school calendar

- b. Snack Sales schedule
 - i. Schedule as attached
- c. Hot lunch
 - i. Form will be distributed, first hot lunch is Oct. 25, then first and second Thursdays every month
- d. Art Galley schedule (as attached)
 - i. Need 3-4 parent volunteers
- e. Movie night scheduled on Oct. 12
- f. School Event Planning
 - i. Volleyball night

Action: Irene – to follow up with Ms. Montgomery for volleyball night
 - ii. Suggest some community evening events, workshops, gathering time
 - iii. Earthquake/Emergency preparedness workshop
Suggested: May 2019
 - iv. Pancake breakfast
 - v. Christmas light
 - vi. Family Dance night (last time, we had a DJ, about 100 showed up)
 - vii. Board Game night
- g. Fundraising Events/Community Building Activities
 - i. Creative Packs (School Supply Kits) Fundraiser – Very popular
 - ii. Purdy's Chocolates - Will do this year again, need volunteers
 - iii. Direct Donation
Target to be sent out the letter mid of October
Action: Irene – to prepare the letters
 - iv. Other possible events
Greeting card fundraiser
Action: Irene – to check the cost / possibilities

8. New Business

- a. Safer Schools Together

We had similar workshop (digital literacy) last school year, decided not to do this year.
- b. ArtStarts Grants
 - i. Artist in the Classroom Grants
 - ii. Cherniavsky's Mr Music Fund

iii. Arts in Education Council of BC Fund
PAC reviewed, gave to Mrs. Clark to review with teachers.

9. Meeting adjourned: 10:10am. The next meeting will be on **Thursday October 18, 2018 at 9:15am** in the Staff Room.

Chaffey-Burke Wish list from PAC 2018-2019

Sept 21st, 2018

<u>Technology</u>	
<ul style="list-style-type: none"> In Focus Projector - 3 	\$1750
Currently we have 6 projectors, as teachers use technology more there seems to be a need to be able to present information to the whole class from an instructional perspective	
<ul style="list-style-type: none"> Speakers 1 set Doc Cam 1 	55 450
	\$2355
<ul style="list-style-type: none"> Laptops to fill out the carts we currently have we are looking for 10 to complete the carts to 20 each, but understand that this may take some time We are looking for 4-6 laptops. The goal is over the long term to have a full class set of wireless computers for the upper floor and the lower floor now that there is no lab. 	\$3100
<ul style="list-style-type: none"> I pads (2) for gathering evidence of learning Portfolios with students – use of binders/ fresh Grade – electronic portfolio for collaboration with parents 	\$1000
<u>School Implementation Plan</u>	
For school teachers to implement new curriculum – Facilitators Fee along with online access to the unit log that has been created for our school	\$2000
<u>Environmental</u>	
<ul style="list-style-type: none"> Beautification 	\$500
Bulbs for flower beds, tools and equipment to help with the maintenance of the garden out front of the school	
<u>Resources</u>	
<ul style="list-style-type: none"> Home Reading Program 	\$600
This program involves rewards the children accumulate nights of reading, also when each child reads for 250 nights they receive a book for their own home library. Larger numbers of student participation have us looking for support of this program	
<ul style="list-style-type: none"> Red Cedar 	\$600
A program for advance readers who work with Mrs. Huva reading and discussing books from a recommended award winning list. Also subsidizes the purchase of books to promote Young People's Choice awards	
<ul style="list-style-type: none"> Service Award Program (Certificates) 	\$200
<u>Instructional Supports</u>	
<ul style="list-style-type: none"> Teacher Consumables (\$75per Teacher) 	\$2400
This money is generously given each year to the staff and has been much appreciated for the extra art materials, specific books,	

classroom supplies required for teachers to enhance programming and the curriculum. The school will be putting in 25 dollars per teacher for total of \$100 / teacher. 23 enrolling classrooms & 7 resource staff + 2 Music teachers	
• Classroom Libraries	\$2400
We are requesting once again, support help build out classroom libraries. The PAC has generously supported this since 2004 and each classroom has a significant increase in books that are available for students in their rooms now.	100/ classroom
Field Trip Subsidy for busses typical cost for a Bus is \$700 and we are hoping that a \$350 PAC contribution would help with the opportunity of field trips for classrooms	\$8400
• School Library Support enrolling classrooms extra books for the students using the Library	• \$1500 Books
• School Cultural Presentation In support of the arts that happen in our district, we are requesting that the PAC pay for one of two cultural activities that happens at the school – the School will incur the cost of the second cultural school activity.	• \$850
• Battle of the Books	• \$500
• Blacktop Area for More Play space for students Upper field – replacing back stop that is currently not used as a play space	\$7500-10,000
	Total
	\$31, 536

TREASURER'S REPORT

September 20, 2018

1. Fiscal Year 2017-2018 ended with a surplus of \$2,690.34. Hot lunch net profit was \$2,000 over budgeted and expenses were about \$1,800 less than budgeted.
2. Total cash position as of August 31, 2018 = \$19,004.27

Bank Balances @ Sept 1st, 2018	
Vancity PAC General	13,266.06
Vancity Gaming Account	3,733.10
PAC School Account	2,005.11
Sept 01, 2017 Balance	19,004.27

3. 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.
4. Total Enrolment reported as of June 30, 2017 = 563. We expect to receive \$ 11,260.00 grant for the gaming account in October.
5. Budget Proposal will be presented in the next meeting after receiving the wish list from Chaffey-Burke school.

Chaffey Burke Elementary School Parent Advisory Council
For the period of Sept 1, 2017 to August 31, 2018
June 30, 2018

Description		Budgeted	Actual	Variance
<u>Revenues</u>	<u>Sources:</u>			
Gaming Grant	<i>Grant - Provincial Gov't</i>	10,400.00	10,400.00	-
School District PAC Grant	<i>Grant - District PAC</i>	200.00	211.67	11.67
Direct Donation	<i>Parents Donation</i>	5,000.00	3,128.00	(1,872.00)
Special Lunch Program (net)	<i>Food sales</i>	3,000.00	5,099.92	2,099.92
Snack Sales	<i>Food sales</i>	2,200.00	2,456.50	256.50
Sports Day (net)	<i>Food sales</i>	500.00	509.65	9.65
Bottle Recycling	<i>Food sales</i>	300.00	8.70	(291.30)
Movie Night	<i>Event concession</i>	200.00	603.49	403.49
Volleyball/ Basketball Tournament (net)	<i>Event concession</i>	100.00	57.25	(42.75)
Purdys	<i>Fundraising</i>	500.00	663.17	163.17
Creative Pack - School Supplies	<i>Fundraising</i>	114.00	120.00	6.00
Pancake Breakfast (net)	<i>Community bldg event</i>	100.00	-	(100.00)
Interest	<i>Misc</i>	150.00	127.85	(22.15)
Community BBQ	<i>Community bldg event</i>	-	-	-
Book/ Game Board Sale	<i>Community bldg event</i>	-	47.35	47.35
Teacher Appreciation Lunch	<i>Misc</i>	-	272.88	272.88
Total Revenue		22,764.00	23,706.43	669.55

<u>Expenditures</u>	<u>Category</u>			
Field Trips	<i>Field trip</i>	-	G	-
Ipads and Laptops	<i>Technology</i>	4,700.00	G	4,700.00
Moscrop Alumni Awards	<i>Award</i>	600.00	G	600.00
Applied Skills Development Training	<i>Resource - applied skills</i>	5,000.00	G	4,918.07
Service Awards	<i>Award</i>	-	G	-
Teacher Consumables	<i>Instructional support</i>	2,400.00	S	2,400.00
School Activities	<i>Instructional support</i>	-	S	200.00
School Implementation Plan	<i>New curric. training</i>	1,000.00	S	-
Classroom Libraries	<i>Resource - literary</i>	2,300.00	S	2,300.00
School Library Support	<i>Resource - literary</i>	1,000.00	S	950.90
Red Cedar Program	<i>Resource - literary</i>	800.00	S	784.81
Home Reading	<i>Resource - literary</i>	600.00	S	600.00
Battle of the Books	<i>Resource - literary</i>	1,000.00	S	967.62
In Focus Projectors	<i>Technology</i>	1,400.00	S	1,400.00
Cultural Event	<i>Culture</i>	850.00	S	685.00
Beautification	<i>Environmental</i>	200.00	S	-
Educational Workshop	<i>Seminar for parents</i>	-	S	-
PAC Run Activities	<i>PAC</i>	500.00	P	399.00
PAC Operations	<i>PAC</i>	500.00	P	110.69
Total Expenditures		22,850.00	21,016.09	(1,833.91)

Projected Profit	(86.00)	2,690.34	2,776.34
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<u>Bank Balances @ Sept 1st</u>		Current	
Vancity PAC General	12,795.30	\$ 15,271.17	
Vancity Gaming Account	3,518.63	\$ 3,733.10	
Sept 01, 2017 Balance	16,313.93 (1)	\$ 19,004.27	as of August 31, 2018
Budget if passed from above	(86.00)	2,690.34 (2)	
Balance at the end of the school Yr	16,227.93	19,004.27	as of August 31, 2018

Schedule Of Art Gallery 2018-2019

Deadline and Artwork display date	Teacher	DIV	Grade
Friday OCT 5 th ,2018 Display Tuesday OCT 9 th ,2018	All teachers are invited to submit students Art work		
November 2018 Deadline Friday NOV 2 nd 2018 Display NOV 6 th 2018	Deol, Bhavny	1	6/7
	MacRitchie, Brian	2	6/7
	Haskins, Eve	6	5/6
	Redrigues, Brittany Brown, Marjean	11	2/3
	Spring, Sue Cannata, Maria	17	1/2
	Sumpter, Brian	21	K/1
December 2018 Deadline Friday NOV 30 nd 2018 Display Dec 4 th 2018	Montgomery, Carlene Patel, Nirali	3	6/7
	Cheng, Vivian	7	4/5
	Delikatny, Nadine Barer, Lori	8	4/5
	Alexander, Sarah	18	1
	Nielsen, Catherine	22	K
January Break same work			
February 2019 Deadline Friday Feb 1 st 2019 Display Feb 5 th 2019	Gidinski, Bryan Patel, Nirali	4	6/7
	Slack, Jennifer	9	4/5
	Mora, Nora	12	2/3
	Gurniak, Lilly	13	2/3
	Barisic, Suzana	23	K
March 2019 Deadline Friday March 1 st 2019 Display March 5 th 2019	Jaltema, Elaine	5	5/6
	Yoon, Sarah	10	4/5
	Goncalves, Odette	14	2/3
	Ha, Denise	20	1
	Androsoff, Heather	24	K
April 2019 Deadline Friday April 5 th 2019 Display April 9 th ,2019	Deol, Bhavny	1	6/7
	MacRitchie , Brian	2	6/7
	Soon, Stephanie	15	2/3
	Rich, Julie	16	2/3
	Conroy, Lisa Cannata, Maria	19	1
May 2019 Deadline Friday May 3 rd ,2019 Display May 7 th 2019	Haskins, Eve	6	5/6
	Delikathny, Nadine Barer, Lori	8	4/5
	Rodrigues, Brittany – Brown Marjean	11	2/3

[illegible]

2018-2019 Snack Sale date

- 1, October 26
- 2, November 16
- 3, December 14
- 4, January 25
- 5, February 15
- 6, March 8
- 7, April 12
- 8, May 10
- 9, June 21

PAC MEETING ATTENDANCE RECORD

Thursday, September 20, 2018

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