

Chaffey-Burke PAC Meeting Minutes
February 16, 2023, 7:30pm, Online meeting (Zoom)

Start time: 7:30pm

Location: Online Zoom meeting

In attendance: Jeff Hutton (Principal), Kim Clark (Vice Principal), Heather Skuse (Head Teacher), Mehreen Chaudry (Chair), Yukiko Otsuka (Treasurer), Rosanne Wieringa (Secretary), Thais Casasola, Anushree, Ashka, Bindhu, Lisa, Alvin, Krunal, Khalil, Natalia Mahda, Nahza, Flora, Jetty Kurniawen

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

2. Approval of Minutes of Previous Meeting held on January 24, 2023
Moved, Seconded, Motion carried

3. Principal's report (Jeff)
 - Basketball has finished up this week. It was nice to have 8 other teams at the play days and the Chaffey-Burke students did a great job representing the school. They participated well and showed great sportsmanship and team spirit.
 - Track and Field is the next school sport to take place. It is open to students in grades 4 to 7 and will start in late April/early May.
 - The Young Actors Project has been visiting 5 of the divisions at Chaffey-Burke. Their third visit is coming up next week. The students have been enjoying learning about plays, writing, acting and performing.
 - A huge thank you to the parent volunteers who have been helping with the Special Lunch and Fruit and Milk program. Some of the grade 7 students have been helping out and hopefully more students will be able to help out in the future, especially with the distribution of lunches.
 - Next week is a short, but busy week. Wednesday, February 22nd is Pink Shirt Day – students are encourage to wear pink to show their support for anti-bullying in the school. Friday is a district wide Pro D day and is an opportunity for teachers to attend workshops with colleagues from throughout the district.
 - It is great to have the Art Gallery back up with new artwork by the students. The staff and students really appreciate having the parent volunteers back in the school to help with this, and other, projects.
 - In the next couple of weeks, the grade 7 students will be doing a survey called the "Middle Years Development Index". Students will be encouraged to complete the survey as it provides important information to the province and city to help them determine the need for services in different areas of the city.

4. Treasurer's Report (Yukiko)
 - Profit from recent fundraisers: Purdy's Chocolates raised \$344.40, Coffee & Hot Chocolate raised \$185, Special Lunch for January raised \$501.25, Parents' Donations raised \$783. Thank you to parents for your support and generosity.
 - The PAC raised 35% of our fundraising goal for the year.
 - See attached Treasurer's Report for further details.

5. Business arising from previous meeting

- School Programs/Events - Review & Updates
 - Special Lunch (Mehreen)
 - As mentioned in the Treasurer's report, the Special Lunch program raised about \$500 in January.
 - Ellen, the Special Lunch coordinator, was not able to attend tonight's meeting, but had no updates to report.
 - Emergency Preparedness – Earthquake Kits (Yukiko)
 - Yukiko will be recruiting parent volunteers to help go through the emergency backpacks in order to make a list of items that need to be purchased. This will most likely take place on March 3rd in the afternoon.
 - Ms Clark mentioned that Emergency Preparedness is on the agenda for the next DPAC meeting. They will be discussing what the district will provide and what the PAC needs to provide. **Action:** PAC executive will look at the agenda and make sure that someone will attend this meeting.
 - Fruit and Milk
 - The latest delivery came a day later than scheduled. Thank you to the parent volunteers who were able to come in at the last minute to help distribute the apples and milk to the students.
 - We will be trying to schedule volunteers for future distribution dates using an online volunteer sign up form. This form will be sent out to the group of volunteers who have been helping out with the program this year and will allow them to sign up for all the distribution days that they are available for. If you want to be added to the list of volunteers please email Rosanne at secretary@chaffeyburke.com.
 - Art Gallery
 - The first post-Covid art display was put up last week. A big thank you to Jetty, who helped show the group of volunteers how to put up the display.
 - A tentative schedule has been set up to change out the artwork – this will happen about once a month. Ms Mackillop has offered to collect the artwork from teachers and then a group of parent volunteers will put the artwork in the frames.
 - If you are interested in helping with the Chaffey-Burke Art Gallery please contact Rosanne at secretary@chaffeyburke.com
 - Ultimate Frisbee
 - Ultimate Frisbee is booked for May 8th to 16th. Final costs will be confirmed shortly. **Action:** Jeff to confirm the cost and will pass along that information to Mehreen and Yukiko.
 - This will have to be set up on School Cash Online
- Fundraising Events – Review & Updates (Mehreen)
 - School Wear clothing
 - Jeff has been in touch with Bruce about the Spring School Wear sales and is waiting to get some more information. **Action:** Once Jeff receives more information from Bruce about setting up the School Wear clothing sales, he will pass it along to the PAC.

- This will be set up after Spring Break.
- Red Cross Courses
 - Booked for April 24th, 2023. This course will be for students in grades 6 and 7.
Action: Mehreen to draft a letter to be sent home to parents.
 - Payment for the course will be set up on School Cash Online
- Read-a-thon
 - Mehreen and Jeff have been in touch with the librarian and they have decided that the Read-a-thon will be held in May.
 - **Action:** Mehreen to meet with the librarian before Spring Break to discuss how it will be run. These details will be shared at the next meeting.
 - Proceeds from the Read-a-thon will go directly to the equipment required for the library.
- Snack Sales
 - PAC has received feedback from parents and many would like to see the return of snack sales.
 - The PAC hopes to start snack sales following the Spring Break, with 1 to 2 snack sales per month
 - Jeff advised that the snacks need to be healthy. Popcorn would be fine, but not chocolate bar, etc.. **Action:** PAC to come up with some snack options and Jeff can check with the Health and Safety to make sure they adhere to the guidelines. Then PAC will sort out dates for snack sales.
- Movie Nights
 - PAC would like to run at least one movie night before the end of the school year, maybe in April or May.
 - PAC needs to look into licensing, as well as the availability of the gym.
 - PAC will need to work out details on how to limit numbers so that the capacity of the gym is not exceeded. May need to give out tickets in advance.

6. New Business

- Fundscript Fundraiser
 - With Mother's Day, Father's Day and graduation coming up, it may be a good idea to run the Fundscript fundraiser later on in the school year. This can be discussed in further detail at the next PAC meeting.
 - It was mentioned that since Mother's Day is early in May and that the next meeting will not be held until April, this might not be enough turn around time to get the fundraiser up and running.
- Teacher Appreciation Lunch
 - **Action:** Mehreen will check the school calendar to see what date will work best.
 - Mehreen suggested that for this year the lunch should be catered, similar to what was done last year. Next year it can go back to the way it was run before Covid.
- Leadership Club
 - There is currently a Gr 7 leadership club that has been running since November. They plan the monthly Spirit Days.

- Suggestion to plan the Spirit Days enough in advance so that they can be included as part of a school calendar. Selling school calendars could be a school fundraiser.
 - **Action:** Mehreen to discuss this idea further with Flora.
 - Talent Show
 - Suggestion to host a Talent Show instead of a Movie Night.
 - Jeff and Kim explained that a Talent Show is much more difficult to organize. It would be a huge undertaking, especially considering the number of students at Chaffey-Burke.
 - PAC Website
 - The PAC website and the PAC information on the school website is very out of date. The information on the website should be updated so that parents can find out about PAC events and volunteering opportunities.
 - Jeff is able to help with updating the website.
7. Meeting adjourned at 8:18pm. Next meeting will be held on April 13, 2023 at 7:30pm on Zoom.

TREASURER'S REPORT

February 16th 2023

Bank Balances @Feb 1, 2023	
Vancity PAC General + PAC School Account	25,721.08
Vancity Gaming Account	28,060.70
Balance	53,781.78
After taking earmarked amount @Feb 1, 2023	
Vancity PAC General + PAC School Account	22,181.75
Vancity Gaming Account	28,060.70
Balance	50,242.45

*\$480.83 from Vancity PAC General is earmarked as District PAC Funds received and carried from previous years to be spent accordingly.

*\$558.50 from Vancity PAC General is earmarked for Special Lunch Credits for 2019/2020

*\$2,500 Earmarked for Water Fountain Replacement

(Income)

1. Purdy's Christmas Fundraiser \$344.40
2. Coffee Fundraiser \$185.00
3. Special Lunch
 - a) Profit in January \$501.25
 - b) Extra Drink Sale (NOT profit) \$97.25
4. Parents Donation \$783.00

Thank you so much for your generosity!!

(Expenditure)

1. PAC operation \$46.24

Chaffey Burke Elementary School Parent Advisory Council
For the period of Sept 1, 2022 to August 31, 2023

Passed: November 17, 2022
 Updated: Feb15, 2023

Ref	Description	Budgeted	Actual	Variance	Notes
Revenues					
	Sources:				
1	Gaming Grant	11,120.00	G 11,120.00	-	Amount confirmed Sep.28, 2022 last year(2021-2022) balance = \$594.79 MunchaLunch -\$336 Balance=258.79
2	School District PAC Grant	200.00	222.04	22.04	
3	Direct Donation	2,500.00	863.00	(1,637.00)	
4	Special Lunch Program (net)	1,500.00	1,476.68	(23.32)	Special Lunch Refund(2021-2022) Credit: \$558.50 As of Feb.15th
5	Snack Sales (net)	-	-	-	
6	Sports Day (net)	800.00	-	(800.00)	
7	Bottle Recycling	-	3.40	3.40	
8	Movie Night	-	-	-	
9	Creative Pack - School Supplies	500.00	690.00	190.00	Proceeds from last year fundraising
10	School Wear Fundraiser	300.00	-	(300.00)	
11	Purdy's	400.00	344.40	(55.60)	
12	Coffee Fundraiser	400.00	185.00	(215.00)	
13	FundScrip	200.00	-	(200.00)	
14	Read-a-Thon	300.00	-	(300.00)	
15	Red Cross- Babysitting & Stay Safe	200.00	-	(200.00)	
16	Teacher Appreciation Lunch	-	-	-	
	Total Revenue	18,220.00	14,904.52	(3,515.48)	
Expenditures					
	Category				
18	Field Trips	5,200.00	G	(5,200.00)	\$200 per class x 26 classes
19	Applied Skills Development	1,250.00	G	(1,250.00)	Tool/Kit repository \$750 Consumable Material for projects \$500 34 backpacks @ \$?? each
20	Earthquake Kits	-	G	-	Herbs and Plants for garden
21	Beautification	350.00	G	(350.00)	\$1,500 Next year (Need examination of space first)
22	Rock Benches	-	G	-	
23	Service Awards	-	G	-	
24	Outdoor Equipment	750.00	G	(750.00)	for students to use in Recess and Lunch time
25	School Presentaion	-	G	-	Art Starts Presentaion - to support Fine Arts/Cultural Performances in school (cost share with school - could only book one this year so keep for next year)
26	School Library Support Red Cedar Program	850.00	S	(850.00)	
27	Classroom Projectors/Doc Cameras	-	S	-	\$700 Classroom Projectors (If there will be enough money)
28	TV Dsipaly for Library	1,250.00	S	(1,250.00)	Display monitor to share information in Library
29	Moscrop Alumni Awards	500.00	S	(500.00)	\$250 x 2 winners
30	Water Fountain Replacement	-	S	-	\$2500 Earmarked for the next school year
31	Teacher Support	2,768.00	S	(2,768.00)	\$80 x 34 Teachers +1staff
32	Classroom Library	910.00	S	(910.00)	\$35 x 26 classes
33	Home Reading	-	S	-	Prizes (Have enough resource to carry over)
34	Ultimate Frisbee	1,500.00	S	(1,500.00)	
35	Educational Workshop	-	S	-	use funds from District PAC
36	Principal's Discretionary Fund	250.00	P	(250.00)	
37	Movie Night License	500.00	P	(500.00)	
38	PAC Run Activities	500.00	P	(500.00)	
39	PAC Operations	600.00	P	191.10 (408.90)	
	Total Expenditures	17,178.00	191.10	(16,986.90)	
	Projected Profit	1,042.00	14,713.42	(16,986.90)	
Bank Balances @ Sept 1st					
			Current Bank Balance	Excludes committed funds	
	Vancity PAC General + PAC School	\$ 12,916.18	\$ 25,721.08	\$ 22,181.75	
	Vancity Gaming Account	\$ 16,940.70	\$ 28,060.70	\$ 28,060.70	
	Sep. 2022 Balance	\$ 29,856.88	\$ 53,781.78	\$ 50,242.45	
	Budget if passed from above	1,042.00	14,713.42		
	Balance at the end of the school Year 2022-2023	\$ 30,898.88	\$ 44,570.30		
Cash Positions for Budget Proposal					
	Gaming Account Sep.1st 2022	\$ 16,940.70	16,940.70		
	Gaming Fund	11,120.00	11,120.00		
	Field Trips	(5,200.00)			
	Applied Skills Development	(1,250.00)			
	Earthquake Kits Update and Additions	-			
	Beautification	(350.00)			
	Rock Benches	-			
	Outdoor Equipment	(750.00)			
	Net balance for Gaming	20,510.70	28,060.70		
	General / School Account Sept 1st 2022				
	Excludes committed funds	12,916.18	12,916.18		
	Total Revenues	7,100.00	3,784.52		
	Total Regular Expenses	(7,778.00)	-		
	PAC Expenses	(1,850.00)	(191.10)		
	Net balance for General / School Account	\$ 10,388.18	16,509.60		

NOTES:
 G = funded by gaming grant (provincial)
 S = school activities
 P = PAC activities

MEMO
 * We may run an another fundraising (School Logo Tote Bag)
 After winter break see our financial position