

**Chaffey-Burke PAC Meeting Minutes**  
**April 13th, 2023, 7:30pm, Online meeting (Zoom)**

Start time: 7:30pm

Location: Online Zoom meeting

In attendance: Jeff Hutton (Principal), Heather Skuse (Head Teacher), Yukiko Otsuka (Treasurer), Rosanne Wieringa (Secretary), Flora, Jetty Kurniawen, Thomas, JH, Bahar, Ivy Cheung, Shila Taheri

1. Approval of the agenda  
**Moved - Yukiko, Seconded - Flora, Motion carried**
  
2. Approval of Minutes of Previous Meeting held on February 16, 2023  
**Moved - Yukiko, Seconded - Flora, Motion carried**
  
3. Principal's report (Jeff)
  - Student led conferences will be held next week. An email has gone out to parents for booking a time slot. If you have not received the email, please let Jeff know. Student led conferences give students an opportunity to show their parents all the work they have done this year and what they have been learning about. The time slots are 30 minutes long. Parents are also welcome to visit the ELL teachers, the library, ADST and the music room. There will be early dismissal on Wednesday and Thursday next week.
  - Track and Field has started up. The season will be a little shorter this year because of challenges with venues for the track meets. The final track meet will be held at SFU on April 26<sup>th</sup>. The students have been meeting a couple of times a week at 8am to practice. Thank you to Ms. Victo, Ms. Sumpter and Ms. Kerluke for coaching the track team this year. Track is for grades 4 to 7 and is the first time that students in grades 4 and 5 get to experience being on a school team.
  - Ultimate Frisbee will be held for 2 weeks in May. Thank you to the PAC for helping to fund this program.
  - Looking ahead to next year, the projection is that the student population will grow to 642, but could be as high as 660 by September. This will create some challenges regarding space. Chaffey-Burke is the 3<sup>rd</sup> largest elementary school in Burnaby.
  - 68 students have already registered for kindergarten next year. It is important that children turning 5 this year register for kindergarten as soon as possible, as this will help with planning for next year.
  - There is a lot going on at Chaffey-Burke. Students in grade 6 and 7 participated in the district wide Speaking Contest and 2 finalists will be participating in an oral storytelling competition at the district level in early May. Battle of the Books had started, the chicken eggs have arrived, the butterflies are coming to the kindergarten classes soon and the band is getting ready for their year end concert.
  
- ❖ *Question:* Regarding the link to a survey by the Ministry of Education for students in grades 4 and 7 and their parents on the Chaffey Burke website, do parents require login information? *Answer:* Parents can click on "direct access" and select School District 41 to complete the survey. No login information is required for parents and the survey is voluntary. Students will be completing the survey in class.

- ❖ *Question:* Is it possible to have next years' Spirit Days planned before the end of this school year? *Answer:* This would be difficult to do because the Leadership Club takes a lot of time, work and staff support. They typically plan out events a few months in advance. An effort will be made to publish those dates as soon as possible and to keep the school calendar updated.

4. Treasurer's Report (Yukiko)

- Special lunch extra sales revenue for this month was \$123.20.
- See attached Treasurer's Report for further details.

5. Business arising from previous meeting

- School Programs/Events - Review & Updates

- Special Lunch (Yukiko)

- Ellen, the Special Lunch coordinator, was not able to attend tonight's meeting, but has no updates to report.

- Emergency Preparedness – Earthquake Kits (Yukiko)

- Yukiko and a group of volunteers went through the emergency backpacks in March. Yukiko has created a purchasing list of items needed for the backpacks and has contacted the vendor. Before the order can be placed, a budget for \$2000 to purchase these items needs to be approved.

- ❖ **Motion** to approve \$2000 to be taken from the Gaming Account to be used for supplies for the Emergency Backpacks.

**Moved – Yukiko, Seconded – Flora, Motion Carried**

- Yukiko will check with Ms Clark about a delivery date. Then Yukiko will place the order and organize a group of volunteers to help restock the backpacks.

- Fruit and Milk (Rosanne)

- The volunteer sign up form is working well and most of the volunteer spots are filled up for the rest of the year.
- Thanks to Yukiko for completing her FoodSafe level 1 certificate.

- Snack Sale (Rosanne)

- The first snack sale of the year is going to be held on Tuesday, April 18<sup>th</sup>. The PAC will be selling Goldfish crackers, Veggie Straws and Juice Boxes.
- Tables will be set up in the lower and upper areas. There will be separate tables set up for the primary grades and the intermediate grades.
- Order forms will be sent home with the Kindergarten students on Monday so that they can preorder their snacks.

- Teacher and Staff Appreciation Lunch (Rosanne)
  - The lunch will be held on Tuesday, May 30<sup>th</sup>. Mehreen is in charge of planning this event, but would like to find someone to help with organizing the lunch.
  - The PAC has decided to have a buffet style lunch in the gym. Mehreen has confirmed the teacher/staff numbers with Jeff and has contacted the caterers for quotes.
  - An email has gone out to parents asking for donations for this event. Donations can be made through School Cash Online.
  
- Movie Night (Rosanne)
  - Flora has looked into the licensing fees.
  - The PAC is still trying to figure out if it is still possible to hold a movie night before the end of the school year. We will need to check the school calendar for gym availability and to figure out the logistics of ensuring that the gym capacity is not exceeded.
  
- Ultimate Frisbee (Rosanne)
  - Ultimate Frisbee is booked for May 8<sup>th</sup> to 16<sup>th</sup>.
  - The final cost per student needs to be confirmed and then it will be set up on School Cash Online.
  
- Fundraising Events – Review & Updates (Rosanne)
  - School Wear clothing
    - Mehreen has set up this up and a link to the online store is posted on the Chaffey-Burke website.
    - The deadline to place orders is April 28<sup>th</sup>. Orders will be delivered to the school by the end of the school year.
  
  - Red Cross Course
    - The babysitting course has been booked for April 24<sup>th</sup>, 2023.
    - The grade 6 and 7 students have been sent an email about the course and it is listed on School Cash Online
    - The registration numbers are low, so please encourage any grade 6 or 7 students who are interested to register for the course.
  
  - Read-a-thon
    - Rosanne is going to meet with Ms Zmukic next week to talk about the details of running this event.
  
  - Creative Packs
    - Rosanne is organizing this fundraiser.
    - Ms Skuse has sent the supply lists out to teachers for revisions. Once these are submitted to Creative Packs, the online order form will be set up and an email will be sent out to parents.
    - Orders can be placed up until the end of June/early July. The Creative Packs will then be delivered to the school at the end of August and distributed to students at the beginning of the school year.
    - Rosanne will confirm a delivery date with Jeff.

6. New Business

- Reminder that next month is the PAC AGM.
  - The PAC is looking for parents to join the PAC executive. In particular, the PAC would like to find someone who is interested in being a co-Treasurer and for someone interested in the Vice Chair position.
  - Closer to the next meeting, Jeff and the PAC executive will draft an email to parents, asking for nominations for these positions.

7. Meeting adjourned at 8:27pm. Next meeting will be held on May 18, 2023 at 7:30pm on Zoom.

## TREASURER'S REPORT

April 13<sup>th</sup> 2023

<b>Bank Balances @Apr 1, 2023</b>	
Vancity PAC General + PAC School Account	23,231.07
Vancity Gaming Account	28,060.70
<b>Balance</b>	<b>51,291.77</b>
<b>After taking earmarked amount @Apr 1, 2023</b>	
Vancity PAC General + PAC School Account	19,751.74
Vancity Gaming Account	28,060.70
<b>Balance</b>	<b>47,812.44</b>

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

\*\$498.50 from Vancity PAC General is earmarked for Special Lunch Credits for 2019/2020

\*\$2,500 Earmarked for Water Fountain Replacement

(Income)

1. Special Lunch

- a. Profit in March (roughly) \$723.06
- b. Extra Sale \$123.20

MEMO:

Fundraising Report

- Purdy's Christmas Fundraiser \$344.40
- Coffee Fundraiser \$185.00
- Parents Donation \$783.00

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

**Passed: November 17, 2022**  
 Updated: Apr.7, 2023

Ref	Description	Budgeted	Actual	Variance	Notes
<b>Revenues</b>					
	<b>Sources:</b>				
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	1,500.00	-	Special Lunch Refund(2021-2022) <b>Credit: \$498.50</b> As of Apr.7
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	-	-	-	
	<b>Total Revenue</b>	<b>18,220.00</b>	<b>14,927.84</b>	<b>(3,492.16)</b>	
<b>Expenditures</b>					
	<b>Category</b>				
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)	<b>\$1,500 Next year (Need examination of space first)</b>
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	-	<b>\$700 Classroom Projectors (If there will be enough money)</b>
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	-	<b>\$2500 Earmarked for the next school year</b>
31	Teacher Support	2,848.00	S	(2,848.00)	\$80 x 34 Teachers +1staff \$48 +\$80
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	214.94 (385.06)	
	<b>Total Expenditures</b>	<b>17,258.00</b>	<b>214.94</b>	<b>(17,043.06)</b>	
	<b>Projected Profit</b>	<b>962.00</b>	<b>14,712.90</b>	<b>(17,043.06)</b>	
<b>Bank Balances @ Sept 1st</b>					
			Current Bank Balance	Excludes committed funds	
	Vancity PAC General + PAC School	\$ 12,916.18	\$ 23,231.07	\$ 19,751.74	
	Vancity Gaming Account	\$ 16,940.70	\$ 28,060.70	\$ 28,060.70	
	Sep. 2022 Balance	<b>\$ 29,856.88</b>	<b>\$ 51,291.77</b>	<b>\$ 47,812.44</b>	
	Budget if passed from above	962.00	14,712.90		
	Balance at the end of the school Year 2022-2023	<b>\$ 30,818.88</b>	<b>\$ 44,569.78</b>		
<b>Cash Positions for Budget Proposal</b>					
	<b>Gaming Account Sep.1st 2022</b>	\$ 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)			
	<b>Net balance for Gaming</b>	<b>20,510.70</b>	<b>28,060.70</b>		
	<b>General / School Account Sept 1st 2022</b>				
	Excludes committed funds	12,916.18	12,916.18		
	Total Revenues	7,100.00	3,807.84		
	Total Regular Expenses	(7,858.00)	-		
	PAC Expenses	(1,850.00)	(214.94)		
	<b>Net balance for General / School Account</b>	<b>\$ 10,308.18</b>	<b>16,509.08</b>		

**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