

Chaffey-Burke PAC Meeting Minutes
January 22nd, 2025, 6:30PM, Chaffey-Burke Staff Room

Start time: 6:30pm

Location: Chaffey-Burke Staff Room

In attendance: Jeff Hutton (Principal), Mehreen Chaudry (Chair), Flora Sze (Vice Chair), Queenie Pearson (Treasurer), Rosanne Wieringa (Secretary), Doris Fung, Linda Lim, Kevin Lau, Teresa Davies

1. Approval of the agenda.

Moved, Seconded, Motion carried.

2. Approval of minutes of previous meeting held on November 20th, 2024.

Moved, Seconded, Motion carried.

3. Principal's Report (Jeff)

- Ms. Sarah Johnson has started as the new Vice Principal and has taken on the same role as Ms. Clarke. Prior to coming to Chaffey-Burke, Ms. Johnson was in Richmond and the Sunshine Coast.
- Ms. Da Palma has left the office at Chaffey for a position at the District office. Juliana Menzes has filled this vacancy in the office.
- Return to school went well after the winter break. The new email system for unreported absences has been rolled out and is working very well. Reminder to parents to keep their children home if they are sick.
- Extreme Weather Policy
 - Decision about school closures will be made by 6:30am and will be posted on the District website, but not necessarily on the school website.
 - The policy has been posted on the PAC website
- Basketball season has started for the Gr 6 & 7s and will continue until just before Spring Break. It will end with a play day and a competitive tournament. Thank you to the coaches for volunteering their time.
- Registration for next school year starts on February 1st.
 - The projection is 65 Kindergarten registrations for next year.
 - Cross-District transfer requests are due by Feb 28th.
- There are currently 660 students. There is not a cap on the maximum number of students at the school, but there are caps on the size of classes, depending on the grade level. Having split classes allows for more flexibility in accommodating more students.
- Currently there is no capacity to add more Divisions, but Chaffey is expected to receive 4 more portables by 2029. Portables are funded by the District operating budget at a cost of about \$600,000 per portable.
- Report Cards

- This year the family portal was used to distribute report cards, not the student portals.
- The password for the portal will need to be changed every 90 days
- Instructions on how to access report cards will also be posted on the PAC website before the end of the next term

4. Treasurer's Report (Queenie)

- See attached Treasurer's Report for details.
- Highlights include:
 - Neufeld Farms fundraiser raised \$527.25
 - Bottle Refund fundraiser has raised \$449.20.
 - Dec 6th Movie Night raised \$189.
- ❖ PAC will need to review fundraisers for next year and decide whether it might be beneficial to run more than one fundraiser at a time. (ie, Purdy's, Coffee, Neufeld Farms).

5. 2024/25 PAC Budget (Queenie)

- See attached Budget for more details.
- Items marked with G are funded using the Gaming Grant. There are guidelines for what the Gaming Grant can be used to fund. More information about the Gaming Grant is posted on the PAC website.
- Highlights include:
 - Field Trips are now funded per student at \$12/student.
 - Teacher support is \$100/teacher.
 - Everything on the wish list has been funded.
 - Beautification line item has been removed.
- Remove Line 31 – Parent workshop on Digital Literacy. **Action:** Rosanne to look into other parent lecture/workshop options.

Motion to approve the proposed 2024/25 PAC budget.

Moved, Seconded, Motion carried.

6. Action Items from Previous Meeting

- i. Extreme Weather Policy to be posted on PAC website (Flora)
 - Flora has posted this.
- ii. Fundraiser to be set up for family affected by the apartment fire (Rosanne & Yukiko)
 - This was set up through Munch-a-Lunch and the PAC was able to raise just over \$1700 for the family. Thank you to the Chaffey-Burke community for your generous support.

- iii. Kim to look into the possibility of having EAs with Food Safe Level 1 help with the Fruit & Veggie program.
 - Not possible for EAs to help with this.
 - Linda has offered to take Food Safe. **Action:** Rosanne to email Linda the delivery/distribution dates and information about the Food Safe course.

7. School Programs/Events – Review & Updates

- Movie Night (Flora)
 - Next Movie Night is scheduled for Feb 7th. Movie will be Despicable Me 4.
 - June movie night has been rescheduled to June 5th.
- Fruit & Veggie (Rosanne)
 - Already discussed above.
 - School will not be participating in this program next year because of the high cost and lack of volunteers to run the program.
- Teacher/Staff Appreciation Lunch
 - Scheduled for May 21st
 - The format worked well last year and there was a lot of positive feedback from the teachers
 - Need to find someone to take the lead on organizing this event.

8. Fundraising Events – Review & Updates

- Snack Sale
 - Has been moved to February 4th. Volunteer signup sheet has been updated, so please visit the PAC website to sign up.
- Donation Letter
 - Donation letter was not sent out in the Fall, however many donations were received through School Cash Online
 - For the next school year, the donation letter will be sent out in September, followed by a reminder email in November.
- Growing Smiles Fundraiser
 - Dates open next week.
 - **Action:** Flora to set this up.

9. Meeting adjourned at 7:52 pm



PAC Treasurer's Report January 22, 2025

1. Accounts

VANCITY	Dec 31, 2024
General Account	\$40,820.64
Gaming Account	\$26,052.59
Gaming Term Deposits	\$10,350.96
Balance	\$77,224.19
PAC - Funds	\$905.19
PAC - Parent Donations	\$2,621.16
Balance	\$3,526.35

GENERAL ACCOUNT		
BALANCE	\$38,125.80	As of October 31, 2024
NOV DEPOSITS	\$2,628.39	Munchalunch sales, Creative Pack fundraiser, Nov 19 Snack Sale
NOV WITHDRAWALS	-\$1,906.69	Special lunch payments (Fuel Catering & Umi Sushi)
DEC DEPOSITS	\$4,651.49	Munchalunch sales, fundraisers (Neufeld Farms, movie night)
DEC WITHDRAWALS	-\$2,678.35	Munchalunch refunds, wish list items, special lunch, snack sale supplies
	\$40,820.64	Balance on December 31, 2024
GAMING ACCOUNT		
BALANCE	\$26,857.45	As of October 31, 2024
NOV WITHDRAWALS	-\$804.86	Movie License Fee + Beautification for common spaces
	\$26,052.59	Balance on December 31, 2024

- December 4th Neufeld Farms Profit = \$527.25
- December 6th Movie Night Profit = \$189.00
- Bottle refund balance as of January 21, 2025 = \$449.20

Chaffey Burke Elementary School Parent Advisory Council For the period of September 1, 2024 to August 31, 2025			Passed: January 22, 2025 Amended:		
Ref	Description	Budget	Actual	Variance	Notes
Revenues		Sources			
1	Gaming Grant	18,000.00	G		(18,000.00)
2	School District PAC Grant	225.00			(225.00)
3	Direct Donation	1,500.00			(1,500.00)
4	Special Lunch Program (MunchaLunch)	5,000.00			(5,000.00)
5	Snack Sales (net)	2,300.00			(2,300.00)
6	Movie Night	650.00			(650.00)
7	Bottle Recycling	300.00			(300.00)
8	Creative Pack - School Supplies	500.00			(500.00)
9	Neufekl Farms	600.00			(600.00)
10	Halloween Costume Sale	250.00			(250.00)
11	GrowingSmiles Plants Fundraiser	300.00			(300.00)
12	Division 9 Financial Literacy Fair	2,000.00			(2,000.00)
13	Funds transfer from Gaming interest				-
Total Revenue		31,625.00	-		(31,625.00)
Expenditures		Category			
14	Field Trips	8,100.00	G		(8,100.00) \$300 per division
15	Teacher Support	4,300.00	S		(4,300.00) \$100 per teacher
16	Classroom Library	2,700.00	S		(2,700.00)
17	School wide math goal & literacy goal	1,200.00	S	(1,200.00)	(2,400.00)
18	Student Recognition (Prize for Lunch Monitors)	100.00	G		(100.00)
19	Student Recognition (250 Night Reading)	300.00	G		(300.00)
20	Student Recognition (Battle of the Book)	300.00	G		(300.00)
21	Student Clubs or Societies (e.g. drama, Chess club, etc.)	700.00	G		(700.00)
22	(Wish list) Sports Equipment	3,000.00	G		(3,000.00)
23	Movie Night License	800.00	G	790.12	(9.88)
24	Graduation Ceremony	1,000.00	G		(1,000.00)
25	School Presentations (Author Visit)	300.00	G	207.84	(92.16)
26	Student Recognition (Literacy Week)	200.00	G	237.28	37.28
27	Sports Day	500.00	G		(500.00)
28	School Library Support	850.00	S	772.07	(77.93)
29	Moscrop Alumni Awards	500.00	S		(500.00)
30	Principal's Discretionary Fund	250.00	P		(250.00)
31	Parents' Workshop	500.00	P		(500.00)
32	PAC Run Activities	500.00	P		(500.00)
33	PAC Operations (PAC Administration Expenses)	600.00	P		(600.00)
34	(Wish list) Stop signs	110.00	G	106.38	(3.62)
35	(Wish list) ELL and Learning Support	510.00	S	487.15	(22.85)
36	(Wish list) Classroom materials	640.00	S		(640.00)
37	(Wish list) Literacy materials	780.00	S		(780.00)
38	(Wish list) New stove for kitchen	850.00	S		(850.00)
39	(Wish list) ADST cooking supplies - induction burners	480.00	S		(480.00)
40	(Wish list) Pots and pans for above cooktops + knives	200.00	S		(200.00)
41	(Wish list) Trash grabbers and pails	650.00	G		(650.00)
42	(Wish list) Art/ADST	750.00	G		(750.00)
Total Expenditures		31,670.00	807.31		(25,892.69)
Projected Profit		(45.00)	(807.31)		(30,862.69)
Bank Balances as of September 1, 2024			Bank Balance as of Dec 31		
Vancity General Account		\$ 17,632.37		\$40,820.64	
Vancity Gaming Account		\$ 18,509.08		\$26,052.59	
Vancity Term Deposit/Gaming Account		\$ 10,350.96		\$ 10,350.96	
September 2024 Balance		\$ 46,492.41		\$77,224.19	
Budget if passed from above		(45.00)	(807.31)		
Balance at the end of the school year 2024-2025		\$ 46,447.41		\$45,685.10	
Cash Positions for Budget Proposal					
Gaming Account September 1, 2024		\$18,509.08			LEGEND G = funded by gaming grant (provincial) S = school activities P = PAC activities
Gaming Fund		\$18,000.00			
Field Trips		(8,100.00)			
Student Recognition (Prize for Lunch Monitors)		(100.00)	-		
Student Recognition (250 Night Reading)		(300.00)	-		
Student Recognition (Battle of the Book)		(300.00)	-		
Student Clubs or Societies (e.g. drama, Chess club, etc.)		(700.00)	-		
Sports Equipment		(3,000.00)	-		
Movie Night License		(800.00)	(790.12)		
Graduation Ceremony		(1,000.00)	-		
School Presentations (Author Visit)		(300.00)			
Student Recognition (Literacy Week)		(200.00)			
Sports Day		(500.00)	-		
Stop signs		(110.00)	(106.38)		
Trash grabbers and pails		(650.00)			
Art/ADST		(750.00)			
Term Deposits		10,350.96			
Net balance for Gaming		\$30,050.04	(896.50)		