

**Chaffey-Burke Elementary School
PAC Meeting Minutes of
Wednesday, October 21st, 2015**

Roundtable/Introductions: Grace Catao, PAC Chair

- The PAC Executive meeting was opened by Grace at 6:05 PM. Those in attendance include: Principal Claudio Bortolussi, Vice-Principal Helena Readman, 3 PAC executives (Victoria Su, Howard Quon, Chang Han), and 3 parents (Jetty Kurniawan, Hubert Mvondo, Catherine Qiao)

Burnaby Parks and Recreation – Louise Rausch, Community Program Coordinator

- We are now planning for Winter/Spring 2016.
- Low/no cost flyers were provided.
- Info for children's fitness/arts tax credit were provided.
- Physical literacy flyers were provided.
- Bonsor is having the Big Boo on Friday, October 23rd.
- Burnaby Village Museum is hosting Halloween events in October.
- There is a Pop-up Library at Wesburn on Fridays from 11am – 1pm; the City may look at offering different times in the future.
- Stats on Fall programming: The Junior Chess Club is doing well (19 kids registered), Clayworks did well. Holiday Chocolates & Crafts, Mad Science, and Yoga for Kids are all happening because enrolment was sufficient. Programs last Spring were quite slow; therefore, a number of programs were cancelled. Spring programs are typically slower than Winter programs.
- Programs ideas which may be popular: Rembrants program, Glee-type program (singing-style program perhaps at Shadbolt), and drawing / cartooning / creative drama programs are popular. Badminton for older kids (intermediate children) is well-received. Additional ideas: Hip Hop Dance, Pickleball, Cooking (meals around the world / multicultural look at different foods), Ultimate for older kids, All-Sport Program for younger kids, Byte program (ie. animation), Valentine's Day chocolate making workshop, possibly financial management classes for kids. Louise will look into these ideas for program offerings at Chaffey.
- The current girls-only basketball program may be cancelled if additional kids don't register soon.
- The Burnaby Recreation Credits Program is an application for up to \$180 credit for low-income families to use recreation as a form of healthcare. Ministry workers can approve the form for families; otherwise, household tax information can be submitted as part of the application. If qualified, families can determine what service they want to use the credit for (ie. recreation programs, childcare, etc.). Link to the Burnaby Recreation Credit Program Application Form: http://www.burnabycommunityconnections.com/pdfs/Jan_2013_Recreation_Credit_Application_Form.pdf

Principal's Report – Claudio Bortolussi

- The current school population is 495, down 15 from the beginning of the school year.
- November 10th is the Remembrance Day assembly.
- The Speed Stacking competition is on November 12th during the day. Chaffey will be part of a multi-school attempt at setting a world record for total number of participants in speed stacking.
- Photo retakes are on Monday, November 16th.
- November 17th is Young People's Concert.
- October 15th was family learning night (social emotional learning/literacy). Poems were written during the exercise; some will be posted in a future newsletter.
- A future family learning night will be scheduled for discussing the topic of reading in the new curriculum (less on content; the focus of learning will be on more in-depth look at specific topics in multiple ways).

PAC Chair's Report – Grace Catao

- Parents in charge of snack sales have found a way to engage special needs kids with assisting with the snack sales.
- The direct donation letter has been translated into Chinese (the simplified version will be distributed). \$30,000 will be the total target goal of this fundraising venture. Money raised will be tracked by division.
- Grace, Ellen, Catherine, and Chang attended PAC 101. It would be beneficial to connect with other PACs via workshops. A relevant topic of discussion from the workshop: Signed contracts may involve personal liability; PAC members should be aware. There is a lack of clarity for PAC executives in terms of liability coverage.
- If members of the community wish to contribute volunteer time to a school (in the absence of their kids attending the school), they can be admitted to the PAC by invitation. Additional discussion is required regarding the issue of inviting non-voting members to the PAC.

PAC Vice-Chair's Report – Chang Han

- Chang designed a website for Chaffey's PAC. Link to the new website: www.chaffeyburke.com
- Some ideas for future content to add, for consideration: school calendar, PAC protocols, volunteer forms, written samples of student work, etc.
- The maintenance of the website will reside with a Chaffey parent volunteer (individual to be determined).

Motion: To move to spend \$300 to have the PAC website domain for 1 year.

Moved: Grace Catao

Seconded: Victoria Su

CARRIED

Planning Committee's Report

- Bingo night is planned for Thursday, November 26th. Parents need to be found to organize the event. Claudio volunteered to work with a parent to draft a donation letter to request bingo prize items from local retailers.

Treasurer's Report – Budget – Howard Quon

Motion: To move to include the laminator cost of \$2,500 to be added to budget.

Moved: Chang Han

Seconded: Grace Catao

CARRIED

- There are no projected budget revenues for the Bingo and Purdy's line items as they are new line items this year and we have no history of actual amounts generated.
- The classroom libraries total will be amended to \$2,200 for the total 22 divisions this year.
- The \$300 PAC website fee will be allocated to PAC Operations.
- Claudio will verify with Carlene Montgomery about the need to add the cost of buses for transport for Pink Day.
- Claudio would like to add the cost to rent buses for \$400 for 2 nights (\$800 total) for Holiday Lights nights in December (the total cost of the bus rentals will be approximately \$2,000, but PAC's partial contribution will only be \$800). Note: bus rental is a gaming grant item.

Motion: To move to add a portion of the rental cost of \$800 for 2 buses for the Holiday Lights nights to be added to the budget.

Moved: Chang Han

Seconded: Hubert Mvondo

CARRIED

Motion: To move to accept and pass the budget as discussed and amended.

Moved: Chang Han

Seconded: Hubert Mvondo

CARRIED

Meeting adjourned at 8:25pm.

PAC event schedule 2015/2016 - Chaffey-Burke Elementary School

	Milk & Juice	Hot/Special Lunch	Special Event	Snack Sales	PAC	Other
October	8, 29	30		16	21 (PM)	22 Donation Letter
November	19	6, 13	26 Bingo night	20	19 (AM)	2 Purdy's order start; 17 Purdy's order deadline
December	3	4, 11	8, 9 Xmas Lights tour; 15 Breakfast with Santa	18	9 (PM)	1 + 2 Purdy's - orders pick up
January	28	8, 15	22 Movie night	22	21 (AM)	
February	18	5, 12	26 Multicultural dinner	26	17 (PM)	
March	3	4			10 (AM)	
April	7, 21	1, 8	15 Family Dance night	15	11 (DPAC); 20 (PAC - PM)	
May	5, 19	6, 13	6 Bingo Night (or Movie Night)	20	18 (PM)	
Parent coordinator	Jean Jing	Ellen Wong	TBA	Sophie Zhou	Grace Catao (Chair)	Grace Catao (Donation Letter); Ellen Wong (Purdy's)

Chaffey Burke Elementary School Parent Advisory Council
For the period of Sept. 1, 2015 to August 31, 2016
Wednesday, October 21, 2015

Period October 21, 2015

Item	Subtotal	Actual	Variance	Notes
Expenses				
1 Hat Lunch Program	2,500.00	1,000.00	1,500.00	
2 School District PFC Grant	500.00	-	(500.00)	
3 Vending Machine Commission	200.00	45.00	(155.00)	
4 Book Reporting	10,000.00	10,000.00	(0.00)	
5 Learning Styles	10,000.00	-	(10,000.00)	
6 Phone Night	500.00	-	(500.00)	
7 Family Fun	200.00	200.00	-	
8 Incentives	200.00	-	(200.00)	
9 Musical/Dance/Multicultural	300.00	-	(300.00)	
10 Other	-	-	-	
11 Phone Breakfast (net)	150.00	150.00	-	
12 Sports Day (net)	300.00	-	(300.00)	
Total Revenue	15,000.00	11,250.00	(3,750.00)	
Double check from Fundraising		15,000.00		
Expenses				
17 Field Trips	4,400.00	G	-	\$200 + 220 dollars
18 Teacher Conferences	1,200.00	G	-	\$70 + 22 teachers + 12 resources
19 Library Support	1,000.00	G	-	
20 Home Reading	600.00	-	(600.00)	
21 Classroom Libraries	2,000.00	G	-	\$100 + 220 dollars
22 Read/Write Program	600.00	G	-	
23 Cultural Events	800.00	G	-	Artists
24 Special Events	200.00	G	-	
25 Other Events	100.00	G	-	
26 School Activities	400.00	G	-	Home Fun
27 Musical/Dance/Multicultural	300.00	G	-	
28 Macroeconomic Awards	800.00	G	-	\$200 + 2 for architecture
29 PFC Operations	500.00	F	-	Home Fun or Art, Home Fun
30 Educational Workshops	300.00	G	-	
31 Musical/Dance/Multicultural	1,000.00	G	-	3 each
32 Incentives	1,000.00	G	-	
33 Learning	2,500.00	G	-	
34 School Bus for Young Lights Tour	800.00	G	-	
Total Expenditures	27,000.00			
Proposed Profit		11,250.00		
Double check from PAc Activity		11,250.00		

35 Gaining Interest Sept 1st	214.63			
36 October Fundraiser	14,000.00			
37 Field Trips	1,000.00			
38 Incentives	1,000.00			
39 Books & Supplies	800.00			
40 Home	500.00			
41 Learning	500.00			
42 School Bus for Young Lights Tour	800.00			
Net Revenue for Gaining	214.63			

Item	Subtotal	Actual	Variance	Notes
43 Varsity PFC General	14,114.41			
44 Varsity Coaching Support	1,000.00			
45 Varsity PFC General	1,000.00			
46 Budget (parent from school)	177,000.00			
47 Balance at the end of the school year	1,170.00			

Chaffey Burke Elementary School Parent Advisory Council
For the period of Sept. 1, 2015 to August 31, 2015
Monday, August 31, 2015

Item	Subtotal	Actual	Variance	Notes
Expenses				
1 Hat Lunch Program	2,500.00	2,500.00	0.00	
2 School District PFC Grant	2,500.00	675.10	(1,824.90)	Not October to March 7, 2015
3 Vending Machine Commission	200.00	147.77	(52.23)	
4 Book Reporting	10,000.00	200.00	(9,800.00)	
5 Learning Styles	10,000.00	-	(10,000.00)	
6 Phone Night	500.00	500.00	-	
7 Family Fun	200.00	200.00	-	
8 Incentives	200.00	-	(200.00)	
9 Musical/Dance/Multicultural	300.00	-	(300.00)	
10 Other	-	-	-	
11 Phone Breakfast (net)	157.44	157.44	-	
12 Sports Day (net)	300.42	300.42	-	
Total Revenue	15,000.00	15,000.00	0.00	
Double check from Fundraising		15,000.00		
Expenses				
13 Field Trips	4,400.00	G	-	\$200 + 220 dollars
14 Teacher Conferences	1,200.00	G	-	\$65 + 22 teachers + 7 resources
15 Library Support	1,000.00	G	-	
16 Home Reading	600.00	G	-	
17 Classroom Libraries	2,000.00	G	-	\$100 + 220 dollars
18 Read/Write Program	600.00	G	-	Library Support Services Inc. 2015/16
19 Cultural Events	800.00	G	-	Artists
20 Special Events	200.00	G	-	
21 Other Events	100.00	G	-	
22 School Activities	400.00	G	-	Home Fun + 1 for other support, \$70 for, \$10 for
23 Musical/Dance/Multicultural	300.00	G	-	Home Fun or Art, Home Fun
24 Macroeconomic Awards	800.00	G	-	\$200 + 2 for architecture
25 PFC Operations	500.00	F	-	Home Fun or Art, Home Fun
26 Educational Workshops	300.00	G	-	Home Fun or Art, Home Fun
27 Musical/Dance/Multicultural	1,000.00	G	-	3 each
28 Incentives	1,000.00	G	-	
29 Learning	2,500.00	G	-	
30 School Bus for Young Lights Tour	800.00	G	-	
Total Expenditures	25,031.11	25,031.11	0.00	
Proposed Profit		15,000.00		
Double check from PAc Activity		15,000.00		

34 Gaining Interest Sept 1st	15,044.46			
35 October Fundraiser	14,000.00			
36 Field Trips	1,000.00			
37 Incentives	1,000.00			
38 Books & Supplies	800.00			
39 Home	500.00			
40 Learning	500.00			
41 School Bus for Young Lights Tour	800.00			
Net Revenue for Gaining	92.11			

Item	Subtotal	Actual	Variance	Notes
43 Varsity PFC General	14,114.41			
44 Varsity Coaching Support	1,000.00			
45 Varsity PFC General	1,000.00			
46 Budget (parent from school)	174,811.11			
47 Balance at the end of the school year	1,170.00			

Chaffey Burke Elementary School Parent Advisory Council
For the period of Sept. 1, 2015 to August 31, 2014
Monday, August 31, 2014

Item	Subtotal	Actual	Variance	Notes
Expenses				
1 Hat Lunch Program	2,500.00	2,500.00	0.00	
2 School District PFC Grant	2,500.00	238.80	(2,261.20)	
3 Vending Machine Commission	200.00	211.21	11.21	
4 Book Reporting	10,000.00	176.80	(9,823.20)	
5 Learning Styles	10,000.00	-	(10,000.00)	
6 Phone Night	500.00	500.00	-	
7 Family Fun	200.00	200.00	-	
8 Incentives	200.00	-	(200.00)	
9 Musical/Dance/Multicultural	300.00	-	(300.00)	
10 Other	-	-	-	
11 Phone Breakfast (net)	152.62	152.62	-	
12 Sports Day (net)	310.15	310.15	-	
Total Revenue	15,000.00	15,000.00	0.00	
Double check from Fundraising		15,000.00		
Expenses				
13 Field Trips	4,400.00	G	-	\$200 + 220 dollars
14 Teacher Conferences	1,200.00	G	-	\$65 + 22 teachers
15 Library Support	1,000.00	G	-	
16 Home Reading	600.00	G	-	
17 Classroom Libraries	2,000.00	G	-	Purchased Mar 7, 2015, 2015 included Sept 13
18 Read/Write Program	600.00	G	-	\$100 + 220 dollars
19 Cultural Events	800.00	G	-	Artists - Calabasas \$800.00
20 Special Events	200.00	G	-	
21 Other Events	100.00	G	-	
22 School Activities	400.00	G	-	Not happening
23 Musical/Dance/Multicultural	300.00	G	-	\$100 dollars from prior budget (not budgeted)
24 Macroeconomic Awards	800.00	G	-	\$400 dollars for this budget
25 PFC Operations	500.00	F	-	Home Fun or Art, Home Fun
26 Educational Workshops	300.00	G	-	Home Fun or Art, Home Fun
27 Musical/Dance/Multicultural	1,000.00	G	-	3 each
28 Incentives	1,000.00	G	-	
29 Learning	2,500.00	G	-	
30 School Bus for Young Lights Tour	800.00	G	-	
Total Expenditures	25,031.11	25,031.11	0.00	
Proposed Profit		15,000.00		
Double check from PAc Activity		15,000.00		

Gaining Interest for Jan 31, 2014	15,760.00			
Field Trips	1,000.00			
Home	500.00			
Books	1,000.00			
Learning	1,760.00			
Library Conferences	1,000.00			
Coaching Support	1,000.00			
Varsity PFC General	14,114.41			
Balance at the end of the school year	1,170.00			
Net Revenue for Gaining	1,170.00			

Item	Subtotal	Actual	Variance	Notes
43 Varsity PFC General	14,114.41			
44 Varsity Coaching Support	1,000.00			
45 Varsity PFC General	1,000.00			
46 Budget (parent from school)	174,811.11			
47 Balance at the end of the school year	1,170.00			

Chaffey Burke Elementary School Parent Advisory Council
to August 31, 2015

Item	Subtotal	Actual	Variance	Notes
Expenses				
1 Hat Lunch Program	2,500.00	2,500.00	0.00	
2 School District PFC Grant	2,500.00	2,500.00	0.00	
3 Vending Machine Commission	200.00	211.21	11.21	
4 Book Reporting	10,000.00	176.80	(9,823.20)	
5 Learning Styles	10,000.00	-	(10,000.00)	
6 Phone Night	500.00	500.00	-	
7 Family Fun	200.00	200.00	-	
8 Incentives	200.00	-	(200.00)	
9 Musical/Dance/Multicultural	300.00	-	(300.00)	
10 Other	-	-	-	
11 Phone Breakfast (net)	152.62	152.62	-	
12 Sports Day (net)	310.15	310.15	-	
Total Revenue	15,000.00	15,000.00	0.00	
Double check from Fundraising		15,000.00		
Expenses				
13 Field Trips	4,400.00	G	-	\$200 + 220 dollars
14 Teacher Conferences	1,200.00	G	-	\$65 + 22 teachers
15 Library Support	1,000.00	G	-	
16 Home Reading	600.00	G	-	
17 Classroom Libraries	2,000.00	G	-	Purchased Mar 7, 2015, 2015 included Sept 13
18 Read/Write Program	600.00	G	-	\$100 + 220 dollars
19 Cultural Events	800.00	G	-	Artists - Calabasas \$800.00
20 Special Events	200.00	G	-	
21 Other Events	100.00	G	-	
22 School Activities	400.00	G	-	Not happening
23 Musical/Dance/Multicultural	300.00	G	-	\$100 dollars from prior budget (not budgeted)
24 Macroeconomic Awards	800.00	G	-	\$400 dollars for this budget
25 PFC Operations	500.00	F	-	Home Fun or Art, Home Fun
26 Educational Workshops	300.00	G	-	Home Fun or Art, Home Fun
27 Musical/Dance/Multicultural	1,000.00	G	-	3 each
28 Incentives	1,000.00	G	-	
29 Learning	2,500.00	G	-	
30 School Bus for Young Lights Tour	800.00	G	-	
Total Expenditures	25,031.11	25,031.11	0.00	
Proposed Profit		15,000.00		
Double check from PAc Activity		15,000.00		

Gaining Interest for Jan 31, 2014	15,760.00			
Field Trips	1,000.00			
Home	500.00			
Books	1,000.00			
Learning	1,760.00			
Library Conferences	1,000.00			
Coaching Support	1,000.00			
Varsity PFC General	14,114.41			
Balance at the end of the school year	1,170.00			
Net Revenue for Gaining	1,170.00			

Item	Subtotal	Actual	Variance	Notes
43 Varsity PFC General	14,114.41			
44 Varsity Coaching Support	1,000.00			
45 Varsity PFC General	1,000.00			
46 Budget (parent from school)	174,811.11			
47 Balance at the end of the school year	1,170.00			