

**Chaffey-Burke Elementary School
PAC Meeting Minutes
August 31, 2016**

Start time: 5:10pm

Location: staff room

In attendance: Principal - Claudio Bortolussi, Vice-Principal – David Heard, Eugene Lin (chair), Jetty Kurniawan (treasurer), Monica Chow (secretary)

Regrets: Jean Jing (vice-chair)

We extend a warm welcome to our new Vice-Principal, Mr. David Heard!

1. PAC meeting dates for 2016/2017

- Monthly meetings will alternate between 3rd Wed. evening of the month @ 6pm, and the 3rd Thursday morning of the month @ 9:15am. [Notes: This alternation is to accommodate parents who can only attend in AM or PM. Jetty is able to make evening meetings only. Staff meetings are held afterschool every 3rd Wed of the month, so Wed. evenings are best for Mr. Bortolussi and Mr. Heard.]

PAC Meeting Date	Time	Notes
Sept. 21, 2016	6 pm	
Oct. 20, 2016	9:15am	
Nov. 16, 2016	6 pm	(no meeting in Dec.)
Jan. 19, 2017	9:15am	
Feb. 15, 2017	6 pm	(no meeting in March; spring break March 13-24)
Apr. 20, 2017	9:15am	
May 17, 2017	6 pm	Annual General Meeting
June, 2017		(To be determined at May meeting, as needed)

2. Principal's report – Claudio Bortolussi

A. Community picnic. Annual event will be held **Sept. 9/16**. If the PAC is able to coordinate volunteers to help set up tables for food to share (at noon), then the notice will include a request for students to bring a snack to share.

- o **Action: Claudio** will send out a notice of the event to the families on Wed. Sept. 7th.
- o **Action: Monica** will ask Jean if she can arrange sufficient volunteers to help, and if so, Monica will confirm this to Claudio before Wednesday.

B. Family Photo night. The services of Lifetouch have been booked by Claudio for 2 evenings - **Tues. Oct 4 and Wed. Oct 5., from 5-9pm**. Sittings for 4 families can be accommodated per hour, and the price per sitting is between

\$15-25. A parent volunteer needs to be present each evening to assist. Last year Victoria helped to coordinate the sitting times with the families. Eugene's family has taken part in a photo night in a prior year.

- o **Action: Claudio** will send out a notice to the parents regarding this opportunity, and families can indicate their preferred date/time
- o **Action: Jetty and Eugene** will coordinate the schedule of sitting times and contact the families, based on the responses received

C. Milk & Juice / Snack sales. The schedule days have been coordinated with Jean and Ellen as not to overlap

D. New Secretary. Ms. Adamoski will be returning to Maywood. Our new secretary's name is May.

3. Treasurer's report – Jetty Kurniawan

A. Student registration.

- Jetty asked about this year's numbers, which relate to the funding which will be received
- Claudio: Currently the population is 503 + 16 new registrations. However, this will certainly fluctuate based on the actual number of students who return/withdraw the first few weeks.
 - o **Action: Claudio** will confirm and provide to Jetty the number of divisions by the Friday of the first week. A record will be submitted to the school board office based on the numbers as of Sept. 30, 2016.

B. PAC fund spending

- Jetty inquired as to the priorities for spending for 2016/2017
 - o **Action: Claudio** will discuss this with the staff during the first week of school and present a 'wish list' at the next PAC meeting
 - o **Action: Claudio/Jetty** - Oct 3, 2016 - A request for donations to the PAC will be sent out via the parent list-serv, with details regarding the focus of PAC spending for 2016/2017, as decided during the Sept. PAC meeting

C. PAC fundraising

- Jetty asked about what fundraising we may do this year
- Claudio: As we do a PAC donation request, we try to minimize fundraising events. However, we can put out suggestions/ideas during the Sept. PAC meeting, and decide on events and space them out judiciously throughout the year. We do have some events such as movie nights, board game nights, dance nights – which are free and for the purpose of community building, but they do make some money from concession sales.
- Jetty: Last year we had fundraising from Purdy's chocolates. The movie licence expires in Jan. 2017, and could be renewed at that time.

- Some other community building events hosted before were multicultural dinner, talent sharing night. The bingo night fundraiser had a low turnout.
- David: Ideas from events he has participated in at other schools include a 'Snowflake ball' – a special dance evening for fathers and daughters (gr 1-5), where the moms helped with the setup/potluck, and there was a dj, & photographer available; also a scrabble night
 - **Action: Eugene** to put fundraising ideas on the agenda for the Sept. PAC meeting

4. PAC positions / new volunteers

A. District PAC representative. Claudio: this position needs to be filled. It involves attending monthly Burnaby DPAC meetings (usually first Monday of the month; schedule can be found on their website). The benefit is to share/learn of ideas and events from the rest of the district. parent – select someone to attend meetings

- **Action: Eugene** to put a request for DPAC volunteer(s) on the agenda for the Sept. PAC meeting

B. Members at large / classroom volunteers

- Jetty: Should we nominate parents as members at large, to have more committed volunteers? This would be particularly helpful for activities such as the art gallery, as this year Jetty is not able to be present during the morning times.
- Claudio suggested the idea of classroom volunteers, ie. to request each a parent from each classroom be a representative/liaison parent to the PAC. The can be a conduit for communication and provide a greater base for networking with parents and finding volunteers. Teachers for a given class could provide the parents' emails (with permission) for that class to the classroom volunteer parents for communication purposes
 - **Action: Eugene** to put this idea of classroom parent volunteers on the agenda for the Sept. PAC meeting
 - **Action: Claudio** will draft letter/volunteer form on behalf of the PAC similar to prior years, to be distributed at the same time as the donation letter.

5. Chaffey and PAC websites

A. photo request.

- Monica: a parent requested more photos of school activities and field trips be displayed on the websites for the benefit of parents who cannot attend
- Claudio: Not all parents give consent to their child's photos being posted. It is onerous to keep track of which students in the photos have been given consent or not, for purposes of legally posting on a public website (school or PAC). One way of sharing photos is that traditionally at the year's end assembly, a slide show is put on for the whole school to see

- David: there are alternative ways of sharing photos which are through private means such as *dropbox* (teachers provide parents a link), *freshgrade* (each family has it's own website where the teacher can download student's learning, illustrations of life at school; it is a private link that is password protected)
- Claudio: It's significant to share school community experiences with families
 - **Action: Claudio and David** will work with the teachers on ideas of avenues to share photos/events with parents

B. PAC website update

- Monica: Lindsay Chow (Monica's daughter) has met with Chang (previous webmaster) to learn about the website hosting. She has begun to update the PAC website with the new committee members, and will link the Chaffey PAC email addresses to the new committee member's personal emails.

C. Chaffey website

- Monica: The list of PAC committee members on the Chaffey website requires some corrections (Monica's last name to be changed to Chow; The spelling of Jetty's last name is "Kurniawan")
 - **Action: Claudio** will see to the above corrections

Meeting adjourned: 5:55pm