

**Chaffey-Burke Elementary School  
PAC Meeting Minutes of  
Thursday, June 16, 2016**

Start time: 9:15am

Location: Portable 1

In attendance: Principal - Claudio Bortolussi; Parents - Grace Catao (chair), Evana Mok, Christina Wang, Eugene Lin (2016 chair), Jean Jing, Ellen Wong, Monica Chow (2016 secretary), Jetty Kurniawan (treasurer), Dalia Farag, Catherine Qiao

**1. Voting - Grace**

**A. Vice Chair**

- **Motion to have Jean Jing as Vice Chair for the 2016/17 PAC**
- **Moved - Grace, Seconded – Catherine, Motion Carried**

**B. General PAC member**

- Grace: Ellen Wong would like to continue to be a non-voting member of the PAC for 2016/17 (her children have graduated from Chaffey).
- Claudio: Volunteers who are not parents or guardians of current students need to be formally approved by the PAC. This is a school board policy/formality that allows for transparency and accountability
- **Motion to approve having Ellen Wong as a non-voting member of the 2016/17 PAC**
- **Moved – Jetty, Seconded – Claudio, Motion carried**

**2. Principal's report – Claudio Bortolussi**

- The past month has been extremely busy with activities such as class organization, pro-D, sports Day, grad planning, hiring new teachers, new VP, intake meetings for new students with special requirements, staff meetings etc.
- Vice-principal Ms. Readman will be leaving to take on a principal position at Confederation Park (specialization in Arts Program)
- Head teacher Ms. Brown will take up a sessional instructor position @ UBC which focuses on Aboriginal education (seconded .6 time). She will continue part time at Chaffey if a job-share partner can be found. She would not stay in the head teacher role. The board has requested that a new 'acting head teacher' be hired internally for the fall, and Claudio has initiated that process through informing the current teachers of the position available and taking applications.
- David Heard will be Chaffey's new VP (role of part time resource, part-time admin); his background includes being head teacher previously at Stride & University Highlands
- The student population is currently at 501 students.
- Claudio expressed his appreciation for the support for this year from the PAC, and is looking forward to next year.
- Grace: Appreciation for Claudio was shown at the Volunteer tea afternoon, with thanks and a gift

**3. Treasurer's report – Jetty Kurniawan**

## A. Report (handout provided)

- Year ended with positive balance – \$1600.75
- Primary reasons for balance: Laptops were less than expected and projector was purchased with school funds instead of PAC money; 3 ipads budgeted for weren't purchased this year (We currently have 12 currently but they weren't fully utilized. Once wireless networks are fully functional, it is anticipated the laptops will be used more.
- Whitecaps event – went well, though took a slight loss
- Funds from bottle recycling & vending machine significantly lower than previous years; (fake coins have been put in, which stops machine function until repairs made)
- Hot lunch program & snack sales - \$2800 profit; slow start but successful at end
- Sports days profit \$400 – nice selection of bubble tea, fruit, samosas
- Gaming account – received 2x this year because there were \$1046 extra unallocated funds (usually received only 1x per year); funds need to be spent within 2 years

## B. Discussion regarding remaining balance

- Grace: Ideally spend all funds received during the current year for the current year, rather than retain as reserve
- Claudio: Generally there is a pattern of expenditures throughout the year and most of the money has been used, so a small positive balance is ok
- Grace: Is there a preference towards spending the remaining funds by the end of the current school year, or putting it towards the next PAC budget for 2016/17, and what are suggestions as to what to spend it on?
- There were mixed opinions on whether to spend now or leave for next year. Jetty: technology spending better for next year so she can close the books now and apply for gaming funds

### Suggestions on items to spend the remaining funds on:

- 2016/17 CB leaving committee (Chang)
  - flatscreen tvs for classrooms (Chang)
  - technology (tv/video/computer) carts - currently 3 upstairs & 3 downstairs; teachers sign up to use; increasing for 1 per every 2-4 classrooms would be ideal (Claudio)
  - Parent volunteer tshirts – shows appreciation, identification (Catherine)
  - Repairing of guitars (Evana); Claudio noted that guitars are restrung once a year in September and there is a standing order and school funds for repairs
  - bonus movie afternoon with pre-release show (\$75) eg. Finding Dory (Grace)
  - subsidize community BBQ with private company operating (Grace)
  - Yearbook (Evana); Claudio says this takes quite a few months to prepare
- **Motion to keep the remaining PAC funds for the 2016/17 PAC to spend as they see fit**
  - **Moved – Grace, Seconded – Chang, Motion carried**

C. Grace extended a special commendation and thanks to Jetty for being treasurer for this year, and all the work that she has done.

## 4. 2016/17 PAC Chair's comments – Eugene Lin

- Learned from Grace and will do his best

- Claudio – offered help if any questions
- Grace – encouragement that there is a strong PAC team to work with, with parents who have volunteered in many aspects for a long time

## 5. Year in review – what went well and what could we improve

### A. What went well

- More volunteers this year
- Hot lunch, Snack sales; will stick with same supplier + possibly Pizza Hut; Jean will coordinate with Ellen as milk and juice days do not doubleup
- Planner to coordinate events
- Whitecaps Soccer event

### B . What didn't go as well & suggestions

- Communication
  - Ensure good communication so that scheduling of events and activities don't conflict.
  - Remember the chair's role is to facilitate and not to be the one to make all the decisions. Instead of bringing up all issues to the chair or cc:'ing the chair/principal, PAC members responsible for a given task should talk to each other & make the decisions amongst themselves.
  - Have the agenda and minutes distributed in a timely fashion
- Lessons from bingo night - a lot of time & resources allocated, but it failed. Therefore, before embarking on any major event, ensure you have sufficient interest from families:
  - Have pre-purchased tickets to be able to know ahead of time if there will be enough participation to be worthwhile, leaving sufficient time if needed, to cancel if warranted
  - consider return on investment (hours need to put in) and impact

**6. Staples – prepackaged school supplies** – Grace checked into this possibility that Claudio had passed on info about; however it turns out that it is not a fundraising opportunity ie. there is no return/cut to PAC

## 7. Website

- Chang - pleased with number of views, though still low % of the school population. We should communicate further about ways to share pictures, info. There are not a lot of ongoing photos and submissions.
- **ACTION:** Claudio will ask Laura to put a link to the PAC website on the school newsletter when it is sent out each time (the school website link is already added); district won't allow to add the link to the parents list-serv notices

## 8. Dates for PAC meetings: 2016-2017

- Grace: This year it was successful having meetings in the morning (there was less attendance at the evening meetings); it is up to members to decide times for next year
- Claudio – He is flexible for morning or evening; purpose to give the most parents opportunity to be able to attend. Historically, the first meeting of the year is the most highly attended, as parents want to meet the principal/head teacher. After that, less parents attend. Claudio requested separate meeting with PAC to prepare a schedule of dates for meetings, hot lunch, milk and juice, etc.

- Ellen: historically there is more availability of those who can commit to helping, to come in the morning
- Monica: each year there are new parents coming into the school and a different makeup of the PAC, so it depends on who is involved
- **ACTION:** Eugene to set up meeting date/time with Claudio and 2016/17 PAC executives and Ellen, to decide on next school year's PAC meeting dates and coordinate schedule for hot lunch, milk & juice, etc.

### **9. Art Gallery**

- Jetty: someone is needed to take over coordination as Jetty will not be able to come in the mornings, though she can still assist with preparations if needed
- Jean offered to temporarily take over and will try to find someone to coordinate
- Monica will talk with Jean regarding suggestion for a possible parent to assist

### **10. Earthquake committee**

- Jean has been coordinating with Mr. Bortolussi this year for earthquake preparedness and purchasing supplies. Friday June 17 the earthquake backpacks will be replenished. She suggests that a committee be formed next year to take this role as it is quite involved
- Ellen was on a previous committee, and a file of their activities is with the office. The committee coordinated with a teacher. Gr 6 & 7 students were sent to first aid training. Keys to the kiosk were given to closeby neighbours.
- Grace suggested the committee could also provide info to families in knowing how to prepare for an emergency
- **ACTION:** Jean to ask Claudio about forming a parent committee (whether this is should be a PAC or school initiative)

### **11. Food safety certification**

- Dalia has registered for food safety certification course to take place during the summer

Meeting Adjourned: 10:30am