

**Chaffey-Burke Parent Advisory Council (PAC) meeting
Minutes for Thurs. Oct 20, 2016, 9:15am**

Start time: 8:55am

Location: Room 15

In attendance: Mr. Claudio Bortolussi, Mr. David Heard, Ms. Carlene Montgomery (head teacher), Eugene Lin(chair), Jean Jing (vicechair), Monica Chow(secretary), Funda Louie, Irene Lee, Lia Maya Sari, Sophie Zhang, Mina Liang, Mehreen Chaudry, Di Li, Ivy Tang, Ching Cheung, Reham Elmasri, Susan Safi, Catherine Qiao, Bai Jing Kun, Caren Yu (SWIS), Ma Laudell Dapat, Christina Wang, Cindy Pau (Hongjing), Evana Mok, Carolyn Shang, Helen Zhou, Ellen Wong
Regrets: Jetty Kurniawan (treasurer)

Handouts:

- a) Parks, Recreation & Cultural Services survey and program information
- b) Treasurer's report (Revenue & expenses as of Oct. 19/2016; 5 year comparison; proposed 2016/17 PAC budget; Accounts activity report)

1. **PAC Chair welcome & introductions - Eugene L.** welcomed everyone.
2. **Guest presentation – Louise Rusch, Program Coordinator, South West Area, Burnaby Parks, Recreation & Cultural Services. “Winter and Spring programming”**
 - A. **Afterschool programs**: Parents were asked what afterschool programs (sports, social, art) they would like at Chaffey Jan – May 2017. Available programs were listed in a handout. Parents can respond through the paper survey (to be returned to the office; Louise will return to pick these up). Also, programs are available for viewing online, and the survey can be submitted online. ****Please return paper surveys to the office OR fill out online asap.**

<https://www.burnaby.ca/Things-To-Do/Be-Active-Programs/Programs-for-Everyone/After-School-Programs.html>

- B. **Current and upcoming programs** at Bonsor Community Centre: Bonsor Boo (Halloween activity), Girls yoga program 8-13yr, Shadbolt art programs
- C. **Registering & subsidies** – Caren (settlement worker) offered help for any parent needing assistance with registering for programs and subsidies. Lower income families can receive recreation credits if they are city of Burnaby residents (\$180 maximum toward recreation programs)
- D. **Grade 5 Be Active Pass** – students in Grade 5 can pick up a Be Active Pass at any community centre, which is valid until Aug. 31/2017. It allows free access to drop-in programs. (Chaffey afterschool programs are not included).
- E. **Q: Can longer term programs that run on a consistent day, be offered, which would help parents plan longer term, to assist with afterschool child-minding eg. a sports program that runs 3-6 months long instead of only 6-8 weeks?**
A: Having a shorter program length allows for a greater number of children to participate in activities, as the number of children that can be accommodated per program is limited, particularly for sports, by the space in the gym, and the limit of days (Thurs, Fri) that Parks programs can use the gym. (Chaffey has it's own sports programs running the other days. Mon/tues Chaffey pgms held; Wed thurs – social Fri gym Parks board. The programs aren't intended for child-minding purpose.
- F. **Q: Why don't we see music programs offered at the school?**
A: There are limitations in being able to have instruments, and also the number of students that could be accomodated
- G. **Q: Why are most of the progams mainly offered to 5-10 year olds?**

A: Past experience shows this age group most often registers for afterschool programs. Older children tend to be involved in their own activities outside of the school, OR participate in school sports teams.

3. Approval of the minutes of the last meeting (Sept. 21, 2016) – Monica.

- The minutes of the last meeting were emailed to all who attended the meeting, and also posted on the PAC website.
- **Motion to adopt the minutes of the Sept. 21, 2016 PAC meeting**
 - **Moved - Eugene, Seconded – David. Motion carried.**

4. Principal's report - Claudio Bortolussi

- A. **Student population** – currently 525; fluctuated since Sept: 518 - 540
- B. **Axe Capeoria** – Just completed program of Brazilian martial arts cultural dance with all of school participating. On Tues. there was a final presentation. This was PAC supported, and appreciated by all.
- C. **Picture day** - Tuesday Oct 25; retake day Nov 14
- D. **Movie family night.** Fri. Oct. 28. "Finding Dory" – great way to have fun & build community
- E. **Art start** – Wed Oct. 26. - cultural event with 915 storytelling group
- F. **Drop everything and read day** Mon. Oct 24. 1pm - National event where everyone stops and reads 10-15min
- G. **Halloween, Oct. 31** – A reminder to talk your children about safety, especially if going out on the streets at night - watch out for traffic. Note that the fireworks law has changed in Burnaby so fireworks are not allowed.
- H. **Remembrance Day** – Fri. Nov. 11. There will be no school. On Thurs Nov. 10, there will be a school assembly.

5. Treasurer's report – Monica, on behalf of Jetty

A. Revenue & expenditures

- The PAC has 3 main sources of revenue: donations from families, fundraising from programs and events, and provincial government gaming grant (the amount depends on the number of students enrolled)
- Based on past years (handout shows past 5 years) and proposed activities for the current year, the projected revenue for 2016/17 is \$21,000
- Revenue for the past month was from
 - gaming grant (\$9,920) based on 496 students
 - photo night (\$378) with 21 families participating @ \$18 per family
- As the school year has just begun, there have not been any significant expenses yet

B. Donation letter

- Eugene: A request for donations was sent out to parents the previous week, and \$1600 has been received so far

C. Proposed 2016/2017 PAC budget

- On the proposed budget handout, the figures in the right-most column, titled 'wish list' shows possible budget expenses totaling \$30,130 from staff and PAC requests. There were 3 significant new requests this year from the staff (Battle of the Books, leveled literacy program, school implementation plan). Based on the projected revenue, the PAC executives suggested to fund Battle of the Books fully, and the leveled literacy program and school implementation plan in part. Other minor cuts were made in comparison to last year's expenses, such that the projected profit would be (\$4732), and that the balance at the end of the school year would be \$12,333.88 to maintain a healthy contingency. If further into the school year, PAC fundraising revenues are higher than expected, we can revisit providing more support for requested items.
- Discussion:

- Q: What are classroom libraries? A: An amount is given to each teacher to purchase books specific to their classroom grade, and which are kept in their classroom for the students to easily access during times such as quiet reading, or when they have finished their schoolwork and have extra free time.
- Q. What are PAC run activities? A: This includes art gallery supplies, kitchen items, gifts, misc.
- School implementation plan budget item. Claudio and David spoke to the funding requested for teachers and staff which would assist teachers with the provincial changes to the curriculum. This fall, there will be an evening workshop for parents (date to come) to explain what the changes will look like practically in the classroom, for subjects like math, reading, and writing. There will also be time to address parents questions.
 - In general, there are significant shifts:
 - a) from learning information/content to how to apply information and
 - b) the way in which assessment is done and communicated to parents, with a shift away from just end of term reporting, to more ongoing communication (daily/weekly) sharing of student's learning with parents. Additionally, there will changes in reporting from simple letter grade marks (K-grade 9) to assessment of abilities eg. using rubric tables with clear descriptions of where the student is meeting/not meeting/exceeding expectations, and where they are on track and where adjustments need to be made.
 - There will be much more communication with parents. There will be a significant change in how teacher's time is spent. Though reporting letter grades may be simpler for teachers and parents (particularly those parents with less English capabilities), the new changes are intended to benefit the student's progress overall, with parents and the student understanding better where they are at, and what they need to do continue improving. Different schools in the lower mainland have started implementing changes to different degrees already.
- **Motion to amend the budget to combine line 31 & 32 items (ipads and laptops) as one line item, total \$3900, for greater flexibility in purchasing as needs may change (David)**
 - **Moved – Monica; Seconded – Eugene. Motion carried.**
- **Motion to pass the amended budget.**
 - **Moved – Monica; Seconded – Mehreen. Motion carried.**

6. Earthquake preparedness (Claudio)

- The whole school is participating in the "Great Shakeout" that is a provincial initiative earthquake preparedness drill.
- There will be a public information session at the Burnaby RCMP office this evening, on earthquake preparedness.

7. Business arising from previous meeting

A. Report on events

- i. **Terry Fox Run, PAC 101, DPAC meeting** – for lack of time, these were not reported on
- ii. **Axe Capoeira** – refer to principal's report
- iii. **Family photo night** – refer to treasurer's report
- iv. **Movie night – Friday Oct. 28, 6:30pm. "Finding Dory"** - Jean will prepare snacks, Eugene will be in charge of concession. Our license to show films will

expire in late January. We can decide later on if we would like to host another film in January.

B. Volunteer programs

i. **Special lunch program** (Ellen). There was a good response with more than 200 students participating, amounting to \$6900, with more to come.

- **Action: Contact Ellen if you can assist in this program**
ellen4chaffey@gmail.com

ii. **Volunteer form** (Monica)– This was handed out the previous week and we have received a good number of responses. Parents can still offer to volunteer, even though the deadline to submit the form has passed.

- **Action: Monica** will process the replies.

iii. **Fruit & Veg program, Milk & Juice program** (Jean). Jean has been coordinating volunteers for this program.

iv. **Classroom parent volunteer** (Claudio, David). Information has been sent to teachers about this, and they are awaiting responses.

8. New business

A. Fundraising & Community building ideas

1. **Purdy's chocolates – Nov/Dec (Ellen, Monica)**. Brochures will be given out in November, and orders taken (Purdy's online & paper forms). 25% of the ordered amount will go to the Chaffey PAC.
2. **Parents & kids Volleyball Sports Night (Carlene)**. Carlene is coaching the grade 6/7 volleyball team this fall. She will coordinate an evening where the gr 6/7 kids can invite their parents and show their skills and have a mini tournament involving the parents. It will be a Wed. evening in November. Due to this being the first time, and the numbers of students on the team, it will be limited to gr. 6/7 only.
 - **Action: Carlene** to let Eugene know the event date
 - **Action: Eugene** will be the PAC contact person (we may have concession?)
3. **Pancake breakfast (Claudio)**– Thurs. Dec 15. The Lions Club will be present to help. Suggestion: photos with Santa?
 - **Action: Ellen** will prepare the pancake mix the day before (she is not avail on Dec 15 to help)
 - **Action: Jean** will coordinate volunteers for the event to serve, cleanup, etc.
4. **Movie night Jan 20/17**– It was decided to have another movie night
 - **Action: Christina** will coordinate snacks/concession for this evening
5. **Valentine's Family Dance – Friday, Feb. 10th**.
 - **Action: Mehreen** will coordinate this event.
6. **Christmas lights bus tour** – Mr. Bortolussi noted that if there is no Christmas concert this year, we will have a lights tour.
 - **Action: Claudio** will check with the music teachers

7. **Additional ideas** (Save-around coupon book, Arts & Crafts night, Firefighter's BBQ, Mother's Day hanging baskets/flowers) – due to lack of time, discussion on these was tabled to the next meeting

B. Publishing student's poetry (Christina & Jean). The idea was presented to have every class compose poems (eg. winter poems), and a collection of the poetry from each class could be bound, and given to the students as a memento to keep. Ms Chi's class had done this in previous years.

- **Action: Claudio** to ask the teachers about this idea

C. Tea party for Newcomer Parents (Christina) The idea was presented to host a tea party gathering for new parents and current parents to have the opportunity to meet and connect. There would be the opportunity for new parents to ask questions of other parents about the school, and we can provide information about volunteering. We can put up a map of the neighbourhood so parents can get to know who their neighbours are.

- **Action: Christina** to talk to Caren Yu about the idea and set up a date

9. Next meeting date: Wed. Nov. 16, 6pm.

- Note we are alternating morning and evening meeting times to accommodate different parent's schedules. In December there will be no meeting.

10. Meeting adjourned at 10:35am.