

**Chaffey-Burke Parent Advisory Council (PAC) meeting
Minutes for Wed. Nov. 16, 2016, 6pm**

Start time: 6:08 pm

Location: Staffroom

In attendance: Mr. Claudio Bortolussi (principal), Ms. Carlene Montgomery (head teacher), Eugene Lin(chair), Jean Jing (vicechair), Jetty Kurniawan (treasurer), Monica Chow(secretary), Mehreen Chaudry, Christina Wang

Regrets: Mr. David Heard

Handouts: Bus light tour info sheet, revenue & expenses report

1. **PAC Chair welcome** - Eugene thanked everyone for coming

2. **Approval of the agenda** – approved.

3. **Minutes of the last meeting (Oct. 20/16) – 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 Oct. 20/16 PAC meeting**
 - **Moved –Eugene, Seconded – Carlene. Motion carried.**

4. **Principal's report - Claudio**

A. **Current student population:** 526

B. **Photo retakes completed.** Claudio will be meeting with a representative from Lifetouch on Dec 5th to provide feedback and discuss future services. A PAC member is welcome to join that discussion. Claudio mentioned that 2 parents had expressed disappointment in Lifetouch's service (individual photos). Jetty: following the family photo night, there was an issue with the library furnishings not being returned to the original setup. From the teachers perspective, the photographers worked very well and efficiently with the classes.

- **Action: PAC members** to decide who will attend the meeting with Lifetouch.

C. **Nov 29 - Infinitus** – Performance by a percussion band, with instruments created from recycled materials. Every year, our music teachers research and select fine arts groups to perform at our school.

D. **Nov 25 pro-D.** Chaffey will be hosting other district schools, with a focus around reporting order and the new curriculum.

E. **Dec 14 report cards** will be issued.

F. **Dec. 13 (+14?) Bus Christmas light tour** – Details in handout. Claudio will be present Dec. 13th and will ask David if he is interested/available Dec. 14th. There is a maximum of 200 people per evening. (The previous time this was done, there were 125 participants on each of 2 nights.) The busses go to Canada Place, Trinity St., and possibly Park and Tilford, depending on time. At each stop, everyone gets off to view and take photos. Upon return, there would be caroling, cookies & hot chocolate in the gym. PAC money would be required for refreshments. We would do tickets at cost (\$7.50/person; lower family rates) We could subsidize by \$2.50 (ie. tickets would be \$5) if we could use gaming grant money for the bus. May will put out a notice in the bulletin.

- **Motion to use \$200 PAC funds for the bus light tour evening refreshments (cookies & hot chocolate) AND to subsidize the bus cost by \$2.50 per person with gaming funds, if the latter is determined to be an approved use of gaming funds.**
 - **Moved: Jetty, Seconded: Eugene, Motion carried.**

- **Action: Claudio** to check if the gaming grant can be used for subsidizing the bus cost
- **Action: Claudio** to ask May to prepare a notice regarding the bus tour
- **Action: Eugene** will coordinate preparation of the hot chocolate.

G. Dec 15 pancake breakfast.

- **Action: Ellen** will prepare the batter the night before (The gym will be available 6/7pm; last year there was an event so it was not available until late evening).
- **Action: Christina & Sophie** will coordinate the set up of tables etc.
- **Action: Jean** will coordinate volunteers serving

H. Dec 15 band concert (evening)

I. Dec 16 morning assembly, with band performance & sing-a-long

J. Dec 16 last day of school before the Christmas break

K. Tues Jan 3/17 school resumes

L. Volleyball – there is 1 week left in the season

M. Jan 19 Basketball season starts. Mr. Bortolussi offered to coach the boys. Ms. Montgomery is asking the staff for someone to coach the girls.

N. Jan 23-27 Family literacy week. A heads up, as the PAC will not meet until January... should the PAC wish to coordinate a related activity, such as inviting special guests to read with the students.

- **Action: PAC** to discuss if we want to organize an additional activity

5. Head teacher's report (Carlene)

A. Axe Capoeira – Enjoyed by staff & students alike. Was filmed & shown during last assembly.

B. Volleyball night Nov. 23. – The number of participants will be tallied by the end of the day Monday Nov. 21, so that concession food can be arranged. Playtime: 5:30-6:30pm; Concession 6:30 – 7pm. Students will be asked to take down all equipment before accessing concession. There will be a group using the gym at 7pm.

- **Action: Carlene** to provide # of participants to Jean on Monday
- **Action: Jean, Eugene** will coordinate concession; Eugene will ask another parent to help

C. Canadian Red Cross. Offering babysitting training program for 11yr old + (Flyer with details). It can be run afterschool or on a Pro-D day. (note, there is a district pro-D day in February). Host will get % of registration fee. Burnaby Parks and Rec do a similar program that is run afterschool over a number of sessions.

- **Action: Mehreen** will call the Canadian Red Cross for details on the cost

D. Recycling Program. Regional recycling is offering a program for pickup and recycling of drink containers from schools, for a fee. (flyer with details). This would save the need for a parent to take containers to the recycling depot (a messy & smelly job!). Monica: A request from the PAC that teachers remind their classes to completely empty drink containers before recycling, and to sort the containers into the proper bins.

- **Action: Carlene** will forward details of recycling pickup program to Monica to forward to rest of the PAC (note emails from staff to gmail, hotmail addresses are not getting through currently)
- **Action: PAC** to review and decide on recycling pickup program
- **Action: Monica** to send attachments of recycling posters to Carlene to forward to teachers, with reminder to classes

6. Treasurer's report – Jetty

A. Revenue & expenditures

i. Donations received: Nearly. \$4000. (First batch counted \$1741; Online donations \$820; Second batch counted \$1420 – not yet deposited). The deadline for those wanting a 2015 tax receipt is Dec. 15.

- **Action: Monica** to write a thank you to parents for donations, with reminder of deadline for 2015 tax year, and send blurb to May for December newsletter.

ii. Special lunch. Doing well. Two lunches delivered so far. Net approx. \$400.

iii. Family photo night – One family night didn't show due to confusion with individual photo date, so the fee was refunded

iv. Snack sales are going well

v. Movie night – Broke even. Snack sales good - almost \$200. Expenses high due to the movie being a pre-release (\$75 plus shipping). However, some of the snacks purchased will be used for the January movie night. The attendance might have been higher but there were competing community events the same night (close to Hallowe'en).

vi. Purdys – Monica: Currently over \$1000 in online orders, and paper orders due coming Monday. Carlene had not received any paper orders in her class, to date.

- **Action: Monica** to send a reminder memo to Claudio for the parents listserv

vii. Expenditures – no significant changes to report

viii. Pink Day. Carlene: this event will not take place this year as the Burnaby hockey team has moved to Langley. As such, there will be no related field trip bus expense.

B. Donations barometer. The donation notice said that we would report the progress periodically on the website. Should we do a 'barometer' display on the website/bulletin board? Claudio suggested a barometer next to Room 15 on the wall, as done last year. The 'goal' is \$30,000.

- **Claudio** to ask Anna if she could create a barometer illustration.
- **Jetty** to provide Anna with the current fundraising level.
- **Monica** to ask Lindsay to put similar illustration on website

7. Business arising from previous meeting

A. Report on events/activities

i. PAC101 – Eugene and Monica attended and found the seminar helpful

ii. DPAC meeting – Eugene will be attending

iii. Family Movie night Oct. 28. It went well. There was approx. 130-150 that turned out, more than expected given competing events on the same night. Eugene: Towards the end of movie, it got very noisy. There were lots of younger kids attending (reflective of the movie chosen). Claudio: Talk about expectations before the movie.

B. Volunteer programs

i. Volunteer form responses – Monica has entered in all the names/info into a spreadsheet for PAC committee access.

ii. Classroom parent volunteer (Claudio) – This hasn't happened yet, as there have been many other priorities being focussed on, and currently there is a good involvement of parents. We will try for January.

iii. Involving new parents.

- Christina: Today settlement worker Caren met with new parents, and they are willing to volunteer but are not sure where to begin. Lisa (?) went to speak to them. New parents often don't read the school newsletter or online emails, including the volunteer form. Christina invited parents to come tonight, but they were anxious regarding language. Talk to Caren for ideas. She is at the school Wed & Fri.

- Claudio: We could provide the contact info for those coordinating various volunteer programs. When Caren meets with parents, she could tell them who to contact if they are interested to volunteer. (however, they may not be comfortable to call someone they hadn't met, and may not be comfortable communicating in English). In the future, we might be able to provide a 'translation link' in newsletters which allows one to convert to the language of preference, automatically. This option is available on some other sites already.

- **Action: Monica** to communicate with Caren as to ideas how to better build connections between new parents and volunteering opportunities.

C. Fundraising/Community building activities

- i. **Tea party for newcomer parents** (Christina) – Will be held first week of Dec. (possibly Dec. 7) in the Strongstart room, or larger room if needed. Caren will organize. School will provide tea. Mehreen: It would be good to invite all new parents, not just those connected to the settlement program. Carlene: Let's also include parents of international students.
 - **Action: Mr. Bortolussi** to confirm date with Caren, and have notice broadcast for all families new to the school.
 - **Action: Carlene** will ensure an invitation is sent (with RSVP section) to all 'new' kids.
- ii. **Save-around coupon book** (Monica) Three copies were sent to the PAC as a promotion. We will not do this fundraising activity, but leave a copy for staff use, and use the others as door prizes for an upcoming activity like the bus tour.
- iii. **Movie night Jan 20/17** (Christina). Suggestion: Fantastic Beasts and Where to Find Them (if it is released by January). Prereleases will be expensive though. Jetty has the link to the movie list. Carlene suggested that if we want a movie that is geared towards the older students, we can give her a shortlist that her students can choose from.
 - **Action: Jetty** send link to Ms. Montgomery
- iv. **Valentines Family Dance Feb. 10/17.** (Mehreen). Should we charge admission towards cost of the event (dj, etc)? Professional DJs cost about \$400. We could ask if any parent can volunteer/donate dj services, or ask a former student (give them a giftcard in appreciation). We could ask Ms. Lee for suggestions. Traditionally we have done dances as community events rather than fundraising. However, it is up to us to decide.
 - **Action: Mehreen** will explore further
- v. **Firefighter's BBQ May/June 2017** (Eugene) Last June Rick brought this up. He said dates are possible between May 29-June 9. Should we have it on sports day? No, because the kids will be tired out, there is already a special lunch, and there is an early dismissal, special lunch. We can set it for Fri. June 9th in the afternoon. We can set up the gym for sports.
 - **Action: Eugene** to contact Rick regarding date Fri. June 9th, and ask for details on how the event would be run, and the costs.
- xi. **Multicultural dinner.** This is usually held the end of Feb. around Chinese New Year. However, since we are having a family dance, and we are planning the major BBQ event, it was decided not do a multicultural dinner this year.

x. Additional ideas – arts & crafts night, Mother’s Day flowers/baskets. Since we already have quite a few events planned, it was decided not discuss these further at this point

8. Other business

A. Afterschool programs. How does one find out about the upcoming programs that the Parks & Rec is offering at Chaffey? Each term, flyers from the Parks & Rec are handed out to students, that detail afterschool programs at Chaffey. These programs can also be accessed via Bonsor’s website or the City of Burnaby Parks ‘Be Active’ site. At Chaffey, programs are offered Tues, Wed, and Thurs, plus gym programs on Fri. Some are one time, and some run for several weeks. They are usually very popular. We have had badminton, chess, etc. There will be a new session starting in January.

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

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9. Next meeting date: Thurs. Jan 19th, 2017, 9:15am, in Room 15.

10. Meeting adjourned at 7:15pm.