

**Chaffey-Burke Parent Advisory Council (PAC)
Meeting Minutes for September 21, 2016**

Start time: 6:04pm

Location: Staffroom

In attendance: Mr. Bortolussi, Mr. Heard, Ms. Montgomery, Eugene, Jetty, Monica, Jean, Catherine

Regrets: Ellen

Handouts:

- a) Treasurer's report – Revenue & expenditures (as of Sept 21/16); 2011-2016 comparison
- b) Staff – Budget 'wish list'
- c) Grade 6/7 teachers – Literature request

1. **PAC Chair Welcome & introductions - Eugene** (2016/17 PAC chair) welcomed everyone.

2. **Principal & Vice-principal's report - Claudio Bortolussi, David Heard**

Claudio:

- A. **Student population** up from 503 (June) to 532 (Sept 21), added 1 div (K/1 class)
- B. **Cross-country team** started, runs 4 weeks, awards meet Oct 11
- C. **IEP meetings** this week
- D. **Intake week** next week (except K's which already took place). Early dismissal Tues. Sept 27 & Wed. Sept 28.
- E. **Pro-D days.** Thurs Sept 29th & Fri Sept.30th (Thurs is a Chaffey pro-D, focused on school goals, self goals/regulations, based on Mindset book; Fri is a district pro-D focused on new curriculum implementation – shift from 'content/knowledge' to 'competency/skills' to prepare students better for the future)
- F. **Student individual photo day** – Oct. 18
- G. **Axe Capouira** – Oct 17, 1 week; someone will probably film the event and it could be uploaded on a pass-protected blog for families to view
- H. **Family photo night** – Oct 4, 5 – The paper notice went out and notices are posted around the school. There have been some inquiries at the office and Jetty has had a few responses by email but more are needed to reach the minimum criteria (10 families), or it will need to be cancelled.
 - o **Action: Claudio** will resend the notice to the parents

David:

- I. **Communicating learning with parents** – David will be introducing the use of the electronic portfolio app "Freshgrade" to teachers, for use with students and parents. It helps document learning through pictures, audio recordings, video etc. of students' work. This work can then be posted, viewed, and commented on. It works to engage the family as partners in education. Constructive commenting by all parties is something that can be learned, particularly by parents. The student's work can be a good conversation starter between parents and students. The system is password secure. A school-district purchased iPad /phone needed. (refer to budget request)

3. **Treasurer's report – Jetty**

- A. **Budget** - The current status of the accounts was reviewed by Jetty.
 - For 2015/16, the total revenue was \$24,001. Total Expenditures were \$22,263. There was a \$1738 net.

- The balance as of Sept. 1/16 was \$17, 065. (PAC general account \$11,813; Gaming Account \$3117; School account \$2135).
- It is good to reserve \$10,000 for contingency.
- Gaming account - the spending of these funds is limited to electronics, field trips, and transportation
- **Motion to approve the budget in draft form, presented by Jetty (note: it will be refined and presented in complete form the next meeting)**
- **Moved: Jetty, Seconded – Eugene. Motion carried.**

B. Budget ‘wish list’

i. Staff - Claudio (refer to handout)

In addition to requests similar to last year, new requests this year include funds for a leveled literacy program (research shows early intervention is a good investment), battle of the books initiative (see point ii), school implementation plan, and library reading carpet

ii. Grade 6/7 (Div 1-4) teachers’ literature request – Carlene (refer to handout)

Request for new set of titles to be used for literature circles and ‘Battle of the Books’ which is an engaging challenge between divisions (last year 2 classes participated). The book set of 12 novels, 12 copies each would be distributed between 4 classrooms. The first term they are used for lit circle, and the 2nd term, the students form groups and ‘battle’ with questions etc. The books could be used on a rotating basis over a 2-3 year period. This would provide materials that are more current, some to reflect new BC Curriculum themes (eg. modern history, aboriginal titles) not in the current library.

- o **Action: PAC committee** will review requests and **Jetty** will prepare a budget to present at the next meeting.

C. Pink Day

- Jetty: Will funds be needed for Pink Day? (kids rehearse a song/dance routine, gather at Rogers Arena with other schools to watch a hockey game and present their Pink day dance – flash mob style)
- Carlene: She had coordinated this in the past, but will not this year due to other responsibilities, so funds (for bus transportation) have not been requested. However, this could change if another teacher is willing to coordinate.

4. Nutrition programs – Jean

A. BC Fruit and Vegetable nutrition program <http://www.sfvnp.ca/>

- Jean wants a coordinator to learn and take over as this will be her last year
- Eugene, Evana & Dalia were trained and received the food safety certificate. The cost was covered by the school. At present, Evana and Dalia have not responded to commit to either coordinating the fruit and vegetable or milk and juice programs. Another parent, Irene is willing to take the training.
 - o **Action: Jean** will ask Evana and Dalia to make a commitment to help

B. Milk and Juice program

- A new coordinator is also needed
 - o **Action: Monica** will include these volunteering opportunities in the volunteer form to be sent out

5. Hot lunch program - Ellen W. (presented by Jetty)

Dates set up & order form submitted by Ellen to Claudio

- o **Action: Claudio** will give dates to Carlene to check, so there are no conflicts with class events
- o **Action: Carlene** will send out schedule to teachers, requesting them to be mindful not to book fieldtrips on those days

6. Parent Volunteering opportunities

A. Letter/form with volunteer opportunities – Eugene

- Eugene: at the last PAC meeting, it was discussed that a letter be drafted, requesting volunteer help from parents for various school activities
- Claudio: A letter/form was sent home to let parents know about opportunities for students to volunteer at school for positions, and the response of students is always great.
- It has typically been much more difficult to get parents to volunteer. In the past, we have tried different avenues – list-serv email, paper form (more response than email), awareness through principal welcome meeting for new/immigrant parents with settlement worker translation (Claudio will be hosting this again Oct. 7). However, there is often low response to volunteer. Jean mainly gets volunteers through personal networking with other parents.
- Perhaps we can:
 - draw on the positive response of students, to encourage the parents to volunteer.
 - ask the settlement worker to connect new families to us, to volunteer and meet other parents so as to be less isolated.
 - in the letter, thank all the students for volunteering
 - in the letter, add the thought about how volunteering is a way of community building, a great way to meet other parents.
 - encourage parents/grandparents who bring lunches to their kids them to stay an extra hour or two to volunteer
 - have the letter translated in Chinese
 - put up positive notes about volunteerism on the monitors, with volunteer opportunities, and in different languages
- o **Action: Claudio** will send Monica the blurb about the positive aspect of volunteering that was on the student volunteer form, to include on this year's letter. Claudio will also forward last year's letter as a sample.
- o **Action: Monica, Catherine.** Monica will draft a letter/form with the various volunteer opportunities and descriptions and send it to Catherine for translation

B. Parent volunteering opportunities – Claudio, Eugene, Jean

i. **Classroom parent volunteer** (new) network with other parents in the class, bring awareness of needs, encourage volunteering, get to know any special skills they can contribute. The teacher can suggest a potential parents. The volunteer might also assist the teacher (counting field trip money, etc.)

- o **Action: Claudio and David** will work on this idea

ii. **District PAC (DPAC) representative** – to attend DPAC meetings and bring back ideas to Chaffey. General meetings are 3rd Mondays every month, 7-9pm @

Burnaby Central Secondary. Last year Ellen attended some meetings. There is a PAC 101 / treasurer's workshop evening Oct. 4th, 6-9pm.

- o **Action: Eugene** will attend the PAC 101 workshop. **Monica** will check if she can go. If not, **Claudio** will attend.
- o **Action: Eugene** will try to attend the monthly meetings

iii. **Terry Fox Run, Fri Oct. 7th**. Ms. Delikatny has asked Jean to coordinate volunteers

iv. **Office helpers**. 2 -3 parents to rotate Monday assisting with morning attendance and call back

v. **Library helpers**. Ms. Huva has requested assistance Wed & Friday mornings

7. Fundraising & Community building events – Eugene

A. Community picnic.

- Successful! There was lots of help (coordinated by Jean). Many families came. gr 6-7 created games for the younger kids, though some activities had less participation. The watermelon set aside to be served to the gr 6/7 helpers was greatly appreciated.
- For next time:
 - ensure there is a check attendance announcement so all are aware
 - kids with allergies – set aside a separate snack table for this, with list of kids names and allergies. Ask teachers to tell them ahead of time to go to that table

B. Donation letter

- Beginning of Oct. send out direct donation letter (same time as volunteer letter) asking families to donate in lieu of general fundraising. Last year \$5000 raised.
 - o **Action: Claudio** send last year's form to **Jetty** to update; **Catherine** to translate

C. Ideas for activities/events

i. **Movie nights** – license good to Jan 2017. Have done on Friday nights in the past. It was decided to have one Oct. 28th.

- o **Action:**
 - Jetty** - ask Grace Catao about how to order movies
 - Claudio** - coordinate set up of the projector equipment
 - Jean** - buy snacks
 - Eugene** - help with concession & enlist additional parents to help

ii. **Firefighters community BBQ** – Rick's idea from last year's PAC meeting. Perhaps something to do in May next year?

- o **Action: Eugene** to ask Rick if he is interested to followup

iii. **Additional ideas**. Offering a variety of different events catering to different interests encourages greater participation from a broader number of families. Parent/child sports nights may bring out the older kids with their parents (eg. if they were involved with school team) – there's no outlay as we already have all the equipment.

- Games night – not that many attended (?approx. 20)
- family dance night – dj possibilities: Claudio, a parent, hire professional

- craft night – parent/child
- volleyball / hockey night – parent/child
- parents volunteering with skills they are willing to donate ?
- Pancake breakfast – we will be doing this
- Christmas concert – planned for this year. There is the benefit of rotating 2-3 different events each year (not always a concert, to give the music teachers a break; eg. lights tour)
- o **Action: PAC committee** to come up with a list of proposed events for discussion / scheduling through the coming year

8. Chaffey-Burke PAC website (www.chaffeyburke.com) - Monica

- Check it out – There is updated contact information for all PAC committee members, PAC meeting schedule, minutes, info about upcoming events such as the photo night, and gallery of photos from different events like the community picnic.
- Teachers can send photos to Claudio and he will screen them and arrange them to be uploaded to the website

9. Next meeting

- next meeting is Thurs. Oct. 20, 9:15am
- Monica: Note - Ellen requested if some daytime meetings could be scheduled at 1pm to give more time. We could discuss this at the next meeting, which includes more of the parents who can attend during the daytime.

Meeting adjourned: 7:20pm