

Chaffey-Burke PAC Meeting Minutes
Wed. Oct 18, 2017, 6 pm, Staffroom

Start time: 6:00 pm

Location: staff room

In attendance: As attached

Regrets: Cindy Pan (Vice Chair)

1. PAC Chair welcome (Eugene)
2. Approval of the agenda (Eugene)
 - **Motion to approve the agenda**
Moved, Seconded, Motion Carried
3. Approval of Minutes of Previous Meeting held September 21, 2017 (Eugene)
 - **Motion to approve the Minutes of Meeting held September 21, 2017**
Moved, Seconded, Motion Carried
4. After School Recreation Program Planning for Jan to May 2018 (Louise Rusch)
(Program Coordinator – South West Area, Burnaby Parks Recreation & Cultural Services)
 - Current programs running, some still have room, some have waitlist
 - Encourage parents to register even though there is a waitlist as they always review the list and find assistance to be able to add, can't add without knowing how many are waitlisted.
 - Questions on various programs
 - Physical Literacy 101 - need clarification on what it is. Parents may not understand what it is. Send flyer with an example.
 - Instructors to come and do a 1-2 minute plug next Friday before class starts
 - Food related programs are always popular
 - Volleyball, badminton and basketball are popular
 - Would like to see yoga
 - Babysitting, knitting and crochet, beanie babies
 - Drama, Nature Science
5. Principal's report (Claudio)
 - 557 (max. is 567)
 - room in grades $\frac{2}{3}$
 - intermediate classes are full
 - k is full and grades 1/2 are full
 - We've turned away 4 kids
 - Photo day was Oct 18, went well
 - Pro-D day this Friday - provincial wide
 - Monday, Oct 23rd is a Pro-D day as well - district day given
 - CB is hosting family of schools, 10 other schools working on curriculum, core competencies
 - extra early dismissals during reporting and assessment, each school is permitted 5
 - plan to have 3 -way conference in Dec as well, so will need a couple of extra early dismissal days, asking for 2 more
 - parents have asked for a bit more time during last 3 -way conference, to accommodate will need extra time hence the request
 - plan to have a parent information night on the differences between the old curriculum and and the new

- Canada, in particular BC and AB are leading the way with respect to adoption of new curriculum
 - CB is also a leader in this
 - FSA's typically done in the Spring this year done in the Fall right now
 - The use of the data is the issue not by the teachers but by Fraser Institute for rankings. Teachers use data to assist in supplementing child's learning
6. Head teacher's report (Carlene)
- Feedback on the school supply boxes - GREAT!
 - Do the call out earlier
 - It was easy, even with the graph paper glitch
 - has a couple of suggestions for the supply list
 - After Spring Break might be a good time to start
 - Thanked PAC for approving funding for Battle of the Books
 - Volleyball night - Wed. Nov 22nd
 - would like to ask PAC to do concession
 - limit to grade 6/7 and 4/5 on different nights
7. Treasurer's report (Jetty)
- a. 2017/2018 Budget
- i. Gaming grant came in based on 520 students (number provided in June last year)
 - ii. Direct donation letter is being translated and will be circulated
 - iii. money needs to go through District
 - iv. Bottle Recycling is going to change - we will get proper bins and money will be deposited. Bins get exchanged, reduces fruit flies
 - v. Applied Skills can be paid through Gaming Grant
 - vi. School wish list items are mostly allocated as requested
 - vii. Also, \$24,000 one time provincial grant was allocated to School activity, field trips, parent/student activities aboriginal/student activities
- **Motion to approve the 2017/2018 PAC Budget as presented and circulated (attached for reference)**
Moved, Seconded, Carried
8. DPAC Meeting
- a. Cynthia attended the last meeting
 - b. Financial 101 class (copy of slides are available)
 - c. Next Meeting: Mon. Nov. 20th, 7 pm @ Burnaby Central
9. Business arising from previous meeting
- a. PAC Events Update
- i. Movie Nights
 - gymnastic just finished
 - first one is Oct 27th (next Friday)
 - ii. Parent/kids Sports Night
 - iii. Pancake Breakfast
 - Hilda, Ellen, Renata and Jeanette - Friday Dec 15th tentative to be confirmed by Lions Club
 - iv. Multicultural Dinner
 - As no parents have shown interest in leading, we do not have plans for this event this year

- v. Family Dance
 - As no parents have shown interest in leading, we do not have plans for this event this year
 - vi. Community BBQ
 - Monica asked Rick and he agreed to help
 - vii. Used Books & Board Game Sale
 - Cindy was looking into it
- b. School Event Review & Update
- i. Parent Volunteers Update (Monica)
 - Forms sent out and now getting returned and more coming in, a lot of new parents
 - Some parents have expressed they do not check emails often or do not read the emails sent from the school, so list-serv notices do not get communicated
 - Hotmail and Yahoo accounts are blocked by the school district because of ease of hackers breaking in, parents should use alternative address such as Gmail and contact the school if they are not receiving the school's email broadcasts.
 - ii. Terry Fox Run
 - enough volunteers
 - went out too early...next year to wait a bit
- c. Fundraising Events/Community Building Activities Update
- i. Direct Donation Letter
 - Being translated by Eugene and will be sent out shortly
 - ii. Purdy's Chocolates
 - team of 4 to look after it
 - flyer to go out after Halloween
 - **ACTION: Monica to check the dates**
 - iii. Emergency Preparedness Kits
 - Monica's friend is willing to come to do a seminar in the Spring
 - Home made kits are better than bought
 - To coincide with Earth quake drill
 - To be tabled to next meeting
- d. Other Business
- i. Vending machines
 - school gets the money
 - changed contracts, district has lease contract
 - ii. grade 6/7
 - not doing a camp this year
 - grade 7 leaving ceremony - gaming grant can be used for a yearbook
 - Grad Committee can direct

10. New Business

- a. White Spot Coupons (Jetty)
 - Giving away coupons for school to use as incentives
 - could be ½ off rather than giving them away
 - Problem is we can't figure out what to hand them out for
 - Decided to not use

11. Adjournment @ 7:35 pm

Next meeting date: Thurs. November 16th @ 9:15 am, Staffroom

Chaffey Burke Elementary School Parent Advisory Council
For the period of Sept 1, 2017 to August 31, 2018
October 17, 2017

Ref	Description		Budgeted	Actual	Variance	Notes
Revenues						
1	Gaming Grant	<i>Grant - Provincial Gov't</i>	10,400.00	10,400.00	-	based on 520 students @ \$20/ each, deposited Oct 12, 2017
2	School District PAC Grant	<i>Grant - District PAC</i>	200.00		(200.00)	last year balance = \$204.02 unused
3	Direct Donation	<i>Parents Donation</i>	5,000.00		(5,000.00)	
4	Special Lunch Program (net)	<i>Food sales</i>	3,000.00	4,239.25	1,239.25	online revenue as of Oct 16, 2017.
5	Snack Sales	<i>Food sales</i>	2,200.00		(2,200.00)	
6	Sports Day (net)	<i>Food sales</i>	500.00		(500.00)	
7	Bottle Recycling	<i>Food sales</i>	300.00		(300.00)	
8	Movie Night	<i>Event concession</i>	200.00		(200.00)	
9	Volleyball/ Basketball Tournament (net)	<i>Event concession</i>	100.00		(100.00)	
10	Purdys	<i>Fundraising</i>	500.00		(500.00)	
11	Creative Pack - School Supplies	<i>Fundraising</i>	114.00		(114.00)	based on current 57 orders @ \$2/ order.
12	Pancake Breakfast (net)	<i>Community bldg event</i>	100.00		(100.00)	
13	Interest	<i>Misc</i>	150.00	0.62	(149.38)	
14	Community BBQ	<i>Community bldg event</i>	-		-	
Total Revenue			22,764.00	14,639.87	(8,124.13)	

	Expenditures	Category				Notes
15	Field Trips	<i>Field trip</i>	-	G		covered by the Student Learning Grant (*SLG) this year (note1)
16	Ipdas and Laptops	<i>Technology</i>	4,700.00	G		annual request to replace old technologies at school
17	Moscrop Alumni Awards	<i>Award</i>	600.00	G		
18	Applied Skills Development Training	<i>Resource - applied skills</i>	5,000.00	G		one time request for new resources
19	Service Awards	<i>Award</i>	-	G		
20	Teacher Consumables	<i>Instructional support</i>	2,400.00	S		\$ 75 x (23 teachers + 7 resources + 2 music teachers)
21	School Activities	<i>Instructional support</i>	-	S		covered by the Student Learning Grant (*SLG) this year (note2)
22	School Implementation Plan	<i>New curric. training</i>	1,000.00	S		training for teachers to implement new curriculum
23	Classroom Libraries	<i>Resource - literary</i>	2,300.00	S		
24	School Library Support	<i>Resource - literary</i>	1,000.00	S		
25	Red Cedar Program	<i>Resource - literary</i>	800.00	S		
26	Home Reading	<i>Resource - literary</i>	600.00	S		
27	Battle of the Books	<i>Resource - literary</i>	1,000.00	S		
28	In Focus Projectors	<i>Technology</i>	1,400.00	S		
29	Cultural Event	<i>Culture</i>	850.00	S		
30	Beautification	<i>Environmental</i>	200.00	S		
31	Educational Workshop	<i>Seminar for parents</i>	-	S		parent educational seminars initiated by school
32	PAC Run Activities	<i>PAC</i>	500.00	P		movie license, dance night, etc.
33	PAC Operations	<i>PAC</i>	500.00	P		PAC expenses, i.e. art gallery/ kitchen supplies, leaving execs gifts
Total Expenditures			22,850.00	-	-	

Projected Profit	(86.00)	14,639.87	14,725.87
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Bank Balances @ Sept 1st		Current
Vancity PAC General	12,795.30	
Vancity Gaming Account	3,518.63	
Sept 01, 2017 Balance	16,313.93	-
Budget if passed from above	(86.00)	14,639.87
Balance at the end of the school Yr	16,227.93	

Cash Positions for Budget Proposal

Gaming Account Sept 1st	3,518.63
Gaming Fund	10,400.00
Field Trips	-
Moscrop Award	(600.00)
Ipdas and Laptops	(4,700.00)
Applied Skills Development Training	(5,000.00)

Net balance for Gaming	3,618.63	-
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General/ School Account Sept 1st	12,795.30	
Total Revenues	12,164.00	
Total Regular Expenses	(11,550.00)	
School Implementation	(1,000.00)	
Battle of the Books	(1,000.00)	
PAC Expenses	(1,000.00)	
Net balance for General Account	10,409.30	-

NOTES:

520 Students reported @ end of June 2017

G = funded by gaming grant (provincial)

S = school activities

P = PAC activities

* SLG = Student Learning Grant, a one-time provincial grant of \$ 24K for 2017/18, allocated as follows:

School activity - tennis	\$5000
Field trips	\$14,600
Parent/student activities	\$2,500
Aboriginal/student activities	\$2,500

Note 1: Field trip is normally funded by the gaming grant @ \$200/

Note 2: varies depending on the school activities, usually @ \$ 4,000

PAC MEETING ATTENDANCE RECORD
Wednesday, October 18, 2017

NAME	EMAIL
Vene Yung	Blanked for Privacy
Carlene Montgomery	
Monica Chow	
Cynthia Bi	
Eugene Lin	