

Chaffey-Burke PAC Meeting Minutes
September 16, 2021, 7:30pm, Online meeting (Zoom)

Start time: 7:30pm

Location: Online Zoom meeting

In attendance: Bruce Cornell (Principal), Kim Clark (Vic-Principal), Mehreen Chaudry (Chair), Cindy Pan (Vice-Chair), Yukiko Otsuka (Treasurer), Di Li (Secretary)

1. Approval of the agenda

Moved, Seconded, Motion Carried

2. Approval of Minutes of Previous Meeting held on June 17, 2021

Moved, Seconded, Motion Carried

3. Meeting Schedule

PAC meetings will be held on the 3rd Thursday evening of each month at 7:30pm via Zoom meeting. Detailed schedule is as below. No meetings in December and March.

PAC Meeting Date	Time	Notes
Sep. 16, 2021	7:30pm	
Oct. 21, 2021	7:30pm	
Nov. 18, 2021	7:30pm	(No meeting in December)
Jan. 20, 2022	7:30pm	
Feb. 17, 2022	7:30pm	(No meeting in March)
Apr. 21, 2022	7:30pm	
May 19, 2022	7:30pm	Annual General Meeting
Jun 16, 2022	7:30pm	

4. Principal's report (Bruce)

1. School Org

- a. We have 553 registered student and are waiting for another 10 students who are held up in the district que for work permit/student visa backlogs
- b. Over the summer we had an increase of 55 registrations and 30 outs, but we needed a 25th division because the majority of the registrations came as primary students. We would not have had any room to accept K – 3 students at opening
- c. We do still have spaces left and continue to get calls and get registrations

2. Parking

- a. Number of neighbour complaints
- b. Two bylaw officers were out today to inform parents, they will be back again to enforce next time

3. Wish List

- a. Will ask staff for wish list for next meeting

4. New Staff

- a. H. Skuse – Head Teacher
- b. R. Kerluke – Grade 6/7
- c. J. Victo – Grade 6/7
- d. J. Byun – Grade 3

- e. Open – Grade 3
 - f. S. Soon/K. Wai – Grade 1/2
 - g. O. Zmukic – Library
 - h. S. Lee – ELL
 - i. T. Schafer – ELL
 - j. Other piece job open
5. Intake Meetings
- a. Mix of formats, some sending survey with requests for virtual meetings
 - b. Some only virtual meetings
 - c. Some meeting outside
6. Health & Safety
- a. Fraser Health Change in letter process
 - b. Visitors – still doors locked. Anyone entering needs a safety orientation
 - c. Any volunteers for field trips will need an orientation
 - d. Continue to wash hands relentlessly
 - e. Reminder to do the daily health check
 - f. Do not send sick kids to school
5. Treasurer's report (Yukiko)
- Detailed Treasurer's Report and Financial Report are as attached
 - Gaming Grant request has been submitted
 - There are few numbers in Financial Report to be adjusted, will present the final financial report in next meeting
6. Business arising from previous meeting
- School Event Review & Updates
 - Christmas Pancake breakfast
 - Waiting for the advice from school district
 - Emergency preparedness
 - School will practice the safety drills in October
 - Terry Fox Run
 - Volunteers are needed and all parent volunteers need to attend the orientation, mandatory
 - **Action: Di** to organize the parent volunteers
 - Wish list
 - Covered in Principal's report already, Bruce will ask staff for wish list for next meeting
 - Fundraising Events/Community Building Activities
 - Creative Packs (School Supply Kits) Fundraiser Update
 - PAC thanks Bruce for his and his team's help to distribute the kits to students
 - Purdy's Chocolate Fundraiser
 - PAC gets a green light to go
 - **Action: Mehreen** to contact Purdy's
 - School wear Fundraising

- PAC will run it if there are parents willing to lead it, will discuss it next meeting
- PAC Events Updates/Calendar (snack sale/special lunch/art gallery/fruit+vegi and milk)
 - On hold, as advised by district. PAC will check later if we can run the special lunch from Jan. 2022
- Halloween Costume Swap Meet
 - Not going to run it this school year, will try next year
- Christmas Craft Event – Oct 2021
 - On hold, current COVID protocol does not allow it
- Direct Donation
 - **Action: Mehreen** to prepare the letter to parents/guardians
- Other possible events

7. New Business

8. Meeting adjourned: 8:42pm

TREASURER'S REPORT FOR THE BEGINNING OF THE SCHOOL YEAR

Sep 16, 2021

1.

Bank Balances @ Sep, 2021	
Vancity PAC General	7,648.30
Vancity Gaming Account	8,430.36
PAC School Account	6,409.25
Sep 1, 2021 Balance	22,487.91

*\$718.44 from Vancity PAC General is earmarked as District PAC Funds received and carried from previous years to be spent accordingly.

*\$4366.50 from Vancity PAC General is earmarked for Special Lunch Credits from 2019/2020

Taking the above into account actual bank balances look more like.

Bank Balances @ June. 1st, 2021	
Vancity PAC General	2,563.36
Vancity Gaming Account	8,430.36
PAC School Account	6,409.25
Sep.1, 2021 Balance	17,402.97

Chaffey Burke Elementary School Parent Advisory Council
For the period of Sept 1, 2020 to August 31, 2021

Passed Oct 27, 2020
Amended Sep.15, 2021

Ref	Description		Budgeted	Actual	Variance	Notes
Revenues		Sources:				
1	Gaming Grant	Grant - Provincial Gov't	11,180.00	11,180.00	-	Amount confirmed Oct 14/20
2	School District PAC Grant	Grant - District PAC	200.00	214.56	14.56	last year balance = \$839.88 unused
3	Direct Donation	Parents Donation	5,000.00	1,704.36	(3,295.64)	
4	Special Lunch Program (net)	Food sales	-	-	-	
5	Shack Sales (net)	Food sales	-	- 164.39	(164.39)	
6	Sports Day (net)	Food sales	-	-	-	
7	Bottle Recycling	Food sales	-	-	-	
8	Movie Night	Event concession	-	-	-	
9	Creative Pack - School Supplies	Fundraising	100.00	161.70	61.70	Proceeds from last year fundraising
10	School Wear Fundraiser	Fundraising	250.00	129.30	(120.70)	
11	Pancake Breakfast (net)	Community bldg event	-	-	-	
12	Interest	Misc	20.00	0.53	(19.47)	
13	Teacher Appreciation Lunch	Misc	-	1,464.00	1,464.00	
14	Misc.	Misc	-	-	-	
15	Total Revenue		16,750.00	13,226.06	(3,523.94)	
16						
17	Expenditures	Category				
18	Field Trips	Field trip	2,300.00	G -	(2,300.00)	\$100 per class x 23 classes
19	Projector for Gym	Technology	7,300.00	G 7,300.00	-	
20	Ipads and Laptops	Technology	-	G -	-	
21	Moscrop Alumni Awards	Award	500.00	G 500.00	-	
22	Applied Skills Development	Applied Skills	1,200.00	G -	(1,200.00)	
23	Earthquake Kits Update and Additions	Emergency & Earthquake	1,200.00	G -	(1,200.00)	30 backpacks @ \$40 each
24	Service Awards	Award	200.00	G -	(200.00)	
25	Beautification	Environmental	300.00	G -	(300.00)	
26	Rock Benches	Environmental	1,500.00	G -	-	
27	School Library Support	Resource - literary	1,000.00	G 1,000.00	-	
28	Water Fountain Replacement	Environmental	2,000.00	S -	(2,000.00)	
29	Teacher Support	Instructional support	3,200.00	S 2,366.80	(833.20)	\$100 per teacher x (25 teachers + 7 resource staff)
30	Classroom Library	Instructional support	1,800.00	S 1,315.62	(484.38)	
31	Red Cedar Program	Resource - literary	400.00	S -	(400.00)	
32	Home Reading	Resource - literary	600.00	S -	(600.00)	
33	Battle of the Books	Resource - literary	-	S -	-	
34	In Focus Projectors/Doc Cameras	Technology	3,000.00	S 1,335.02	(1,664.98)	
35	Cultural Event	Culture	-	S -	-	
36	Incubator	Resource - Applied Skills	700.00	S 283.21	(416.79)	
37	Educational Workshop	Seminar for parents	600.00	S -	(600.00)	use funds from District PAC
38	Cabling for Projector	Technology	-	S 271.50	271.50	
39	Principal's Discretionary Fund	PAC	1,000.00	P -	(1,000.00)	
40	Movie Night License	PAC	500.00	P -	(500.00)	
41	PAC Run Activities	PAC	500.00	P -	(500.00)	
42	PAC Operations	PAC	600.00	P 498.85	(101.15)	includes Munchalunch license of \$350
	Total Expenditures		30,400.00	14,871.00	(14,029.00)	
	Projected Profit		(13,650.00)	(1,644.94)	12,005.06	
Bank Balances @ Sept 1st				Current		
	Vancity PAC General + PAC School	Excludes committed funds	14,889.56	\$ 8,896.36		
	Vancity Gaming Account	Excludes committed funds	17,230.36	\$ 8,930.36		
	Sept 01, 2020 Balance		32,119.92	(1) \$ 17,826.72		as of June 2021
	Budget if passed from above		(13,650.00)	(1,644.94)		
	Balance at the end of the school Yr		18,469.92	16,824.98		as of Jun 30, 2021
Cash Positions for Budget Proposal						NOTES:
Gaming Account Sept 1st		Excludes committed funds	6,050.03			G = funded by gaming grant (provincial)
	Gaming Fund		11,180.00	11,180.00		S = school activities
	Field Trips		(2,300.00)	-		P = PAC activities
	Projector for Gym		(7,300.00)	(7,300.00)		
	Service Awards		(200.00)			
	Beautification		(300.00)			
	Rock Benches		(1,500.00)			
	Library Support		(1,000.00)	(1,000.00)		
	ASDT		(1,200.00)			
	Moscrop Award		(500.00)	(500.00)		
	Ipads and Laptops		-			
	Earthquake Kits Update and Additions		(1,200.00)			
	Net balance for Gaming		1,730.03	2,380.00		
General/ School Account Sept 1st		Excludes committed funds	14,889.56			
	Total Revenues		5,570.00	12,934.53		
	Total Regular Expenses		(12,300.00)	(5,572.15)		
	PAC Expenses		(2,600.00)	(498.85)		
	Net balance for General Account		5,559.56	6,863.53		