

Chaffey-Burke PAC Meeting Minutes
September 21, 2023 6:30PM, Chaffey-Burke Staff Room/Online (Zoom)

Start time: 6:30pm

Location: Chaffey-Burke Staff Room/Online Zoom meeting

In attendance: Jeff Hutton (Principal), Kim Clark (Vice Principal), Liz Schulze (Head Teacher). Mehreen Chaudry (Chair), Flora Sze (Vice Chair), Rosanne Wieringa (Secretary), Jana Vyskovska, Muznah Umar, Samira Saeedi, Sarah Alvarado, Heather, Nancy Zhang, Rick Xu, Nishikant Pradhan, Anna, t, Sonia Macias, Su, Yurika, Ethan, Mobin

Regrets: Yukiko Otsuka (Treasurer)

1. Approval of the agenda.

Moved, seconded, motion carried.

2. Approval of minutes of previous meeting held on May 18, 2023

Moved, seconded, motion carried.

3. PAC Chair Update (Mehreen)

- Mehreen introduced the members of the PAC executive
 - Mehreen Chaudry (Chair) – this is Mehreen's 3rd year as Chair. She has two sons at Chaffey; one in Gr 7 and one in Gr 5.
 - Flora Sze (Vice Chair) – this is Flora's 1st year on the PAC Executive. She has a son in Grade 5. Flora has put in a lot of work into updating the PAC website.
 - Yukiko Otsuka (Treasurer) – this is Yukiko's 4th year as the PAC Treasurer. She has a son in Gr 6.
 - Rosanne Wieringa (Secretary) – this is Rosanne's 2nd year as Secretary. She has two daughters at Chaffey-Burke; one in Gr 5 and one in Gr 2.

4. Principal's Report (Jeff)

- It has been a busy start to the year. Many staff left last year, so there are a lot of new staff at Chaffey-Burke. This includes 10 new EAs, new classroom teachers, as well as a new Head Teacher, Ms. Schulze.
- There have been some issues with filling positions. Staffing shortages have been a problem throughout the district and the province, not just at Chaffey-Burke. Someone was just hired to teach Division 10 (Gr 1/2). The school is still looking to hire a teacher for Division 10 (Grade 4/5), which is currently being covered by a TOC.
- NIS/prep time for teachers will now be covered by a mix of gym and music classes. This year, students will be receiving 70-80 minutes of music and 40-50 minutes of gym per week.
- The family picnic was held today. It was a big success.
- Next week will be another busy week:

- The Terry Fox run will be held on Thursday. Last year the school raised over \$8000 and hopes to raise more this year. Kristen Fox, Terry Fox's niece, will be coming to the school for the run.
 - Friday is Orange Shirt Day. There will be an assembly for the students. Unfortunately, because of issues with the capacity of the gym, parents will not be able to attend.
 - A reminder that there will be no school on October 2nd because of the National Day for Truth and Reconciliation
- Ms Clark (Vice Principal):
 - A big thank you to all of the new parents who are at tonight's meeting.
 - For tomorrow's Pro D day, teachers will be attending a lecture about Trauma Informed practices as well as a Digital Literacy and Citizenship workshop.
 - The cross-country team has started their season. Lots of students have signed up, included 30 grade 4 students. Thanks to Mrs Nielsen and Ms Nielsen for coaching the team this year.
 - Ms Schulze (Head Teacher):
 - Excited to be at Chaffey-Burke. Thanks to everyone for the warm welcome to the school community.
 - Previously Ms. Schulze was at Sperling Elementary and prior to full time teaching, she was a media educator.
 - *Parent question:* Is there a new Preschool at Chaffey-Burke? *Answer (Jeff):* Yes, there is a new district run preschool at the school. It is located in the Strong Start room and runs from Monday to Friday, 1pm – 3pm for children ages 2 to 4. There are currently 12 children enrolled and there is room for 8 more. Children from anywhere in the district can enroll. Currently, Chaffey-Burke is the only school in the district with a preschool.

5. Treasurer's Report (Mehreen)

- Yukiko was unable to attend the meeting, so Mehreen presented the Treasurer's report. See the attached report below.
- *Question:* Will the Emergency Kit fundraiser be held again? *Answer:* The PAC executive has already discussed running this fundraiser again and decided that it should coincide with the emergency drills week and ShakeOut BC, which is on October 19th. **Action:** Executive to ask Yukiko if it is possible to set this up for mid-October.

6. School program/events – Review & Updates

- Terry Fox Run

- Derek will be working with Ms Clark to help coordinate the parent volunteers. The parents will be helping at all intersections and road crossings, to ensure that students have a safe and fun run.
- Special Lunch program (Mehreen)
 - Ellen was unable to attend the meeting, so Mehreen provided the update.
 - Special lunch will be held on the first two Fridays of each month. Ellen is still putting together the menu and will then set up the online ordering on Munch-a-Lunch.
 - The ordering will be opened up twice. Once at the beginning of the year and again part way through the school year.
- Fruit and Milk Program (Rosanne)
 - The school has signed up for the Fruit and Milk program again this year. This program is run by the BC Agriculture in the Classroom (BCAITC) organization and they provide a serving of a fruit or vegetable and milk for students 12 times throughout the school year.
 - This year the funding has changed and the BCAITC is only able to provide enough servings for 75% of the student population. The PAC will come up with a distribution schedule to rotate through all of the divisions throughout the school year.
 - The first delivery will be arriving next Tuesday and a group of parent volunteers will be distributing the fruit/veggie and milk on Wednesday. Sign up sheets for upcoming distribution dates will be posted on the PAC website.
 - The PAC is required to have at least one volunteer who has Food Safe Level 1 to be present for the distribution day. If there are parents who have Food Safe Level 1 and are interested in helping with the Fruit and Milk program, please contact someone on the PAC executive. The PAC would also be willing to pay for the course fee, if there is a parent volunteer who is able to help with the program and is interested in getting their Food Safe Level 1 certification
- Pancake Breakfast (Rosanne)
 - Rosanne has contacted the Burnaby Lions Club and confirmed that the Pancake Breakfast will be held on Thursday, Dec 14th.
 - Last year's set up worked well, although it did require a lot of parent volunteers. **Action:** Rosanne to review the set up with Jeff.
- Movie Night (Flora)
 - Hoping to bring back movie night for the first time since Covid.
 - Flora is currently looking into the licensing fees.
 - The first Movie Night is tentatively scheduled for November 17th, in the gym. The PAC is hoping to hold at least 3 movie nights this year.
 - Flora is also looking into the possibility of running a Silent Auction at the same time.
- Art Gallery (Rosanne)
 - Ms MacKillip has offered to be the teacher contact again this year and will coordinate the collection of the student artwork. **Action:** Rosanne will

contact Ms MacKillop and coordinate dates to change out the Art Gallery display.

7. Fundraising Events – Review and Updates

- Halloween Costume Sale (Flora)
 - An email with details about the Halloween Costume Sale was sent out to parents today.
 - Costumes will be collected next week, before and after school. Please follow the guidelines outlined in the email.
 - The sale will take place from Oct 3rd to 5th from 3pm – 4:30pm at the undercover area beside the gym.
- Mabels Labels (Flora)
 - Flora has set up this fundraiser online. More information about this fundraiser is available on the PAC website.
 - These are labels that can be put on water bottles, lunch containers, clothes, etc.
- Return-it Fundraiser (Flora)
 - The PAC has set up a Return-It Express group account. Parents are encourage to bring used beverage containers to any Return-It depot and donate the refund to the Chaffey-Burke PAC. To donate the refund to the PAC account, just enter the school phone number at the kiosk – 6042969008.
- *Parent question:* Are there dedicated recycling bins in the school? Would it be possible to bring these collected containers to the Return-It depot and donate the refund to the PAC account? *Answer:* (Jeff). There are no recycling bins for containers/bottles at the school. The custodial staff are not responsible for dealing with container recycling and it is too difficult to arrange for parent volunteers to collect and store the bags of containers/bottles. The school is encouraging a “bring it in, take it out” policy for student garbage and recycling. It might be possible to have parent volunteers collect beverage containers on Special Lunch days and bring the bags to the Return-It depot on the same day. **Action:** Talk to Ellen about the possibility of arranging parent volunteers to do this. It was also suggested that Ellen ask Special Lunch vendors if they are able to provide less wasteful packaging.
- Snack Sales (Rosanne)
 - No dates have been set yet for snack sales, but we hope to hold the first one in October. **Action:** Rosanne to check with Jeff and Kim about possible dates.
 - Once a date has been set, a volunteer sign-up sheet will be posted on the PAC website.
 - If there are any parents interested in helping with organizing the snack sale, please contact Rosanne at secertary@chaffeyburke.com
- Discussion about possible future fundraisers.
 - Christmas Cards – needs to be presented to staff well in advance and teachers will have to agree to participate, as this is something that they will have to work on with students during class time.

- The PAC is still looking into other fundraising ideas. These will be brought to future meetings for further discussion.

8. Other Business

- Some parents expressed concerns about the SOGI (sexual orientation and gender identity) curriculum in schools and many felt that better communication from the school and the district would be helpful, so that parents have a better understanding of what is being taught in the classroom. It was suggested that an information session on this topic would be beneficial for parents.

9. Meeting adjourned at 8:03pm.

September 2023

Treasurer Report:

The 2022-2023 school year was a busy and challenging year for the school and PAC as lot of things had gone back to normal after the pandemic. However, the special lunch brought a big profit, and the Div.9 Financial Literacy Fair and Read-a Thon fundraiser were very successful as well. We will allocate these funds to specific items following teachers' wishes. Thank you for your generosity, participation, and the engagement to the school community.

Revenue highlights:

1. Creative Pack (2022-2023) – raised \$690. One of the stable sources of income every year. There were 118 packs ordered for the school year 2023-2024.
2. Christmas Fundraising – Purdy's Chocolate sales brought profit of \$ 344.40 and Coffee Sales \$185.
3. Total Direct Donation was \$913. We appreciate the parents for their generosity to support the school.
4. Special Lunch was the biggest fundraiser of the year with a total sales of \$19,229.95. Total funds raised was \$4,791.85 plus \$184.50 refunds donated back to PAC. It far exceeded our goal!
5. Snack Sales came back. The total profit of three times sales was \$993.53.
6. Emergency Kits Fundraiser – \$173.83 was raised.
7. Bottle Recycling Income was \$26.20. The PAC has set up a Return-It Express Group Account so we hope we can raise more in the next school year.
8. Read-a-Thon – collected \$3,588.50 and the part of the donations were used to purchase a Library TV display and a speaker (-\$1,471.91).
9. Div.9 Financial Literacy Fair – another big successful fundraiser event. \$3,280.10 was collected and the part of the donation was used to purchase some tools for the same event in the coming years and the rest (\$2,170.53) will be used for the Consumable and books for the school year 2023/2024.
10. We gave out the Chaffey-Burke Alumni Scholarships to 2 winners (\$250 each)
11. PAC invested the gaming funds (\$15,000) into Term Deposits with 3.50% interest rate (1yr cashable 90day lockout) This type of investment can withdraw as cash at any given time if needed.

Bank Balances	Sept 1, 2022	Sep 1, 2023
Vancity PAC General	12,916.18	17,492.44
Vancity Gaming Account	16,940.70	7,000.68
Balance	29,856.88	24,493.12
Net profit (gains)	9,553.93	
Staff Appreciation leftover	+82.31	
Gaming Term Deposit	-15,000	
Balance at the end of the school year	24,493.12	24,493.12

Special Lunch

Special Lunch Bank Statement

2020 Munchalunch Sales	\$5,176.75	
Less bank fees	-\$194.72	
Money in bank from March 2020	\$4,982.03	\$4,982.03
Nov 2022-March 2023 Munchalunch sales	\$16,120.75	
Less Bank fees	-\$569.10	
Money in bank from Nov 2022-March 2023	\$15,551.65	\$15,551.65
Total Food Sales money in bank from Munchalunch		\$20,533.68
Add Day sales		\$1,126.20
Total Money in bank from Special Lunch		\$21,659.88
Less Money not used in 2022-2023		-\$497.00
Less Refunds from 2020-2023		*-\$2,696.75
2022-2023 Special Lunch sales money in bank		\$18,446.13
Less Expenses (vendors)		-\$13,674.28
Actual Funds raised from 2022-2023 Special Lunch		\$4,791.85

Special Lunch Income and Expenses Statement

Feb 2020 Sales	\$5,176.75
2022-2023 Sales	\$16,120.75
Day Sales\$	\$1,126.20
Less Refunds*	-\$2,696.75
Less Unused Money	-\$497.00
Total Income from Sales for Nov 2022-2023	\$19,229.95
Less Total Bank fees for 2020 and 2022-2023	
From 2020	\$194.72
From 2022-2023	\$569.10
	-\$763.82
Less Total Expenses (Vendors)	-\$13,674.28
Total Funds raised in 2022-2023	\$4,791.85

*\$184.50 of \$2,696.75 was the donation amount.

2 families in 2022 and 3 families in 2023 indicated to have their refunds donated to PAC.

Please see the spreadsheet "Special Lunch Bank Transactions in 2020 - 2023" for more details

Chaffey Burke Elementary School Parent Advisory Council
For the period of Sept 1, 2022 to August 31, 2023

Passed: November 17, 2022
Amended: Sep 15, 2023

Ref	Description		Budgeted	Actual	Variance	
Revenues		Sources:				
1	Gaming Grant	Grant - Provincial Gov't	11,120.00	G 11,120.00	-	
2	School District PAC Grant	Grant - District PAC	200.00	222.04	22.04	
3	Direct Donation	Parents Donation	2,500.00	913.00	(1,587.00)	
4	Special Lunch Program (MunchaLunch)	Food sales	1,500.00	2,587.57 *	1,087.57	
5	Snack Sales (net)	Food sales	-	993.53	993.53	
6	Sports Day Water Sale	Food sales	800.00	22.00	(778.00)	
7	Bottle Recycling	Fundraising	-	26.20	26.20	
8	Movie Night	Event concession	-	-	-	
9	Creative Pack - School Supplies	Fundraising	500.00	690.00	190.00	
10	School Wear Fundraiser	Fundraising	300.00	-	(300.00)	
11	Purdy's	Fundraising	400.00	344.40	(55.60)	
12	Coffee Fundraiser	Fundraising	400.00	185.00	(215.00)	
13	FundScrip	Fundraising	200.00	-	(200.00)	
14	Read-a-Thon	Fundraising	300.00	3,522.78	3,222.78	
15	Red Cross- Babysitting & Stay Safe	Fundraising	200.00	-	(200.00)	
16	Emergency Kits Fundraiser	Fundraising	-	173.83	173.83	
17	Div.9 Financial Literacy Fair	Fundraising	-	2,170.53	2,170.53	
18	Donated from Special Lunch	Donation	-	107.00	107.00	
Total Revenue			18,220.00	23,077.88	4,550.88	
Expenditures		Category				
18	Field Trips	Field trip	5,200.00	G 3,305.62	(1,894.38)	
19	Applied Skills Development	Applied Skills	1,250.00	G	(1,250.00)	
20	Earthquake Kits	Emergency & Earthquake	2,800.00	G	(45.60)	
21	Beautification	Environmental	350.00	G	(350.00)	
22	Rock Benches	Environmental	-	G	-	
23	Service Awards	Award	-	G	-	
24	Outdoor Equipment	Instructional support	750.00	G	(750.00)	
25	School Presentations	Instructional support	-	G	-	
26	School Library Support Red Cedar Program	Resource - literary	850.00	S 692.33	(157.67)	
27	Classroom Projectors/Doc Cameras	Technology	-	S	-	
28	TV Dsipaly+speaker for Library	Technology	1,250.00	S	221.91	
29	Moscrop Alumni Awards	Award	500.00	S	-	
30	Water Fountain Replacement	Environmental	-	S	-	
31	Teacher Support	Instructional support	2,848.00	S	(959.44)	
32	Classroom Library	Instructional support	910.00	S	(377.81)	
33	Home Reading	Resource - literary	-	S	33.00	
34	Ultimate Frisbee	School Activity	1,500.00	S	-	
35	Educational Workshop	Seminar for parents	-	S	-	
36	Principal's Discretionary Fund	PAC	250.00	P	(250.00)	
37	Movie Night License	PAC	500.00	P	(500.00)	
38	PAC Run Activities	PAC	500.00	P	(118.67)	
39	PAC Operations	PAC	600.00	P	(135.39)	
Total Expenditures			20,058.00	13,523.95	(6,534.05)	
Projected Profit			(1,838.00)	9,553.93	(6,534.05)	
Bank Balances @ Sept 1st						
				Current Bank Balance	Excludes committed funds	
Vancity PAC General + PAC School			\$ 12,916.18	\$ 17,492.44 *	\$ 14,014.61	
Vancity Gaming Account			\$ 16,940.70	\$ 7,000.68	\$ 7,000.68	
Sep. 2022 Balance			\$ 29,856.88	\$ 24,493.12	\$ 21,015.29	
Budget if passed from above			(1,838.00)	9,553.93		
Balance at the end of the school Year 2022-2023			\$ 28,018.88	\$ 24,493.12		
Cash Positions for Budget Proposal						
Gaming Account Sep.1st 2022			\$ 16,940.70	16,940.70		
Gaming Fund			11,120.00	11,120.00		
Field Trips			(5,200.00)	(3,305.62)		
Applied Skills Development			(1,250.00)			
Earthquake Kits Update and Additions			(2,800.00)	(2,754.40)		
Beautification			(350.00)			
Rock Benches			-			
Outdoor Equipment			(750.00)			
Term Deposit			(15,000.00)	(15,000.00)		
Net balance for Gaming			2,710.70	7,000.68	Actual Balance: \$22,000.68	
General / School Account Sept 1st 2022						
Excludes committed funds			12,916.18	12,916.18		
Total Revenues			7,300.00	11,957.88		
Total Regular Expenses			(7,858.00)	(6,617.99)		
PAC Expenses			(1,850.00)	(845.94)		
Net balance for General / School Account			\$ 10,508.18	17,410.13 *	\$82.31 Difference	
					Staff Appreciation Leftover	

MunchaLunch Transfer	\$15,551.65
Day sales	+\$ 1,126.20
Less Vendor Cost	-\$13,674.28
Refund	-\$ 309.00
Donated to School	-\$ 107.00
	=\$ 2,587.57

*<Special Lunch> Actual Profit \$4,791.85

Munch-2022.11.13 PreAuthoraized Credit	\$4,644.19	
Munch-2022.11.20 PreAuthoraized Credit	\$6,971.46	
Munch-2022.11.27 PreAuthoraized Credit	\$110.62	
Preauthorized credit Munch-2022.12.11	\$271.75	
Preauthorized credit Munch-2022.12.18	\$25.23	
Preauthorized credit (Munch-2023.01.08)	\$1,357.53	
Preauthorized credit (Munch-2023.01.15)	\$1,743.29	
Preauthorized credit (Munch-2023.02.12)	\$41.01	
Preauthorized credit (Munch-2023.02.26)	\$73.19	
Preauthorized credit (Munch-2023.05.21)	\$111.98	
Preauthorized credit (Munch-2023.05.28)	\$201.40	
Total Deposits from Munchalunch 2022-2023	\$15,551.65	
Dec 2nd 2022	\$146.00	
Dec 9th 2022	\$243.00	
Jan 6th 2023	\$44.00	
Jan 13th 2023	\$53.25	
Feb 3rd 2023	\$69.25	
Feb 10th 2023	\$56.00	
Mar 3rd 2023	\$80.00	
Mar 10th 2023	\$43.20	
Apr 14th 2023	\$62.00	
Apr 21st 2023	\$50.50	
May 5th 2023	\$73.00	
May 12th 2023	\$66.00	
Jun 2nd 2023	\$48.00	
Jun 8th 2023	\$92.00	
Total from Daysales	\$1,126.20	
Total Bank Deposits from Special Lunch Program	\$16,677.85	

Nov 2022 - Jun 2023 Total Bank Deposits	\$16,677.85	
Less Dec 2022 - Jun 2023 Payments by cheques	-\$13,674.28	
Money left from Munchalunch after payments	\$3,003.57	
Less 9 Refd Chq Cashed 2022-2023	-\$309.00	
Moved to PAC as donation	-\$107.00	
Increase in Bank Account for the year 2022-2023	\$2,587.57	

Total Bank Deposits fr. Munchalunch Apr-Mar2020	\$4,982.03	
Less 13 Refd Chq cashed in Jun 2020	-\$527.00	
Increase in Bank fr Munchalunch in 2019-2020	\$4,455.03	
Less 17 Refd Chq cashed in 2020-2021	-\$810.25	
Balance of Munchalunch Deposit as of Jun 2021	\$3,644.78	
Less 20 Refd Chq cashed in 2021-2022	-\$724.75	
Moved to PAC as donation	-\$77.50	
Balance of Munchalunch Deposit as of Jun 2022	\$2,842.53	

Dec 2nd 2022 Sushi	\$770.00	
Dec 9th 2022 Pizza	\$629.25	
Jan 6th 2023 Teriyaki Chicken	\$729.50	
Jan 13th 2023 Cheese Bun	\$221.38	
Feb 3rd 2023 Sushi	\$885.00	
Feb 10th 2023 Spaghetti	\$1,167.69	
Mar 3rd 2023 Teriyaki Beef	\$887.50	
Mar 10th 2023 Pizza	\$773.63	
Apr 14th 2023 Salad Rolls	\$694.00	
Apr 21st 2023 Mac & Cheese	\$1,110.06	
May 5th 2023 Sushi	\$834.00	
May 12th 2023 Chicken Fingers	\$1,277.72	
Jun 2nd 2023 Teriyaki Salmon	\$829.00	
Jun 8th 2023 Pizza	\$1,120.13	
Payment to vendors	\$11,928.86	
Nov, Dec & Jan Drinks	\$471.09	
Jan, Feb & Mar Drinks	\$540.44	
Apr, May & Jun Drinks	\$733.89	
Payment for drinks	\$1,745.42	
Total payment by cheques	\$13,674.28	
The 9 cheques cashed already		
#1	\$34.50	
#2	\$32.25	
#3	\$63.50	
#4	\$32.50	
#5	\$16.75	
#6	\$20.00	
#7	\$37.50	
#8	\$60.00	
#9	\$12.00	
Total Refund Cheques cashed	\$309.00	

Increase in Bank Account for the year 2022-2023	\$2,587.57	
Balance of Munchalunch Deposit as of Jun 2022	\$2,842.53	
Balance of Munchalunch Deposit as of Jun 2023	\$5,430.10	
Less unrefunded amount	-\$497.00	
Less Uncashed cheques	-\$141.25	
Money raised for PAC	\$4,791.85	

Refund Cheques & Donated amount	
Chq Issued in 2020	\$697.25
Chq Issued in 2021	\$750.00
Chq issued in 2022	\$791.00
Chq Issued in 2023	\$351.50
Refd donated 2023	\$107.00
	\$2,696.75
Cashed in 2020	-\$527.00
Cashed in 2021	-\$810.25
Cashed in 2022	-\$724.75
Cashed in 2023	-\$309.00
Moved as donated	-\$107.00
Uncashed Chq donated	-\$77.50
Total Uncashed in 2023	\$141.25

Uncashed Cheque#167	8.5
Uncashed Cheque#177	14.5
Uncashed Cheque#179	41.5
Uncashed Cheque#180	29.5
Uncashed Cheque #196	4.75
Uncashed Cheque#237	\$42.50
Total uncashed	\$141.25