

Chaffey-Burke PAC Meeting Minutes
October 25th, 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), Olivera Zmukic (Librarian), Mehreen Chaudry (Chair), Flora Sze (Vice Chair), Yukiko Otsuka (Treasurer), Rosanne Wieringa (Secretary), Pipat Meteeveerawongm, Ludmika Godoy, Jeremy Prosser, Daniel Ho, Andrea Bravo, Prasanth, Gloria, Jetty, Asha, Hayfaa Kadhim, Mobin

1. Approval of the agenda.

Moved, seconded, motion carried.

2. Approval of minutes of previous meeting held on September 21, 2023

Moved, seconded, motion carried.

3. Literacy Week Update (Ms. Zmukic)

- Family Literacy Week will be taking place during the last week of January (January 29th to February 2nd, 2024). In the past there have been Literacy Week events held within the school, but this year Ms Zmukic would like to have more parent and community engagement.
- This year the theme of Literacy Week will be centered around food.
 - Students will be sent home with recipe cards to be filled out with a favorite family recipe. The recipes will be collected and each class will then create their own recipe book. These cookbooks could then be posted on the school website, to be shared with the entire school community. The hope is that this will eventually grow into a bigger event which celebrates the diversity of the school (i.e. a multicultural night which could include food, presentations, etc)
 - Other possible literacy week activities will include: a tournament of books, bingo, door decorating, school assembly, etc.
 - If parents have any ideas for other activities or recommendations for food themed books, they can contact the PAC or Ms Zmukic

4. Principal's Report (Jeff)

- The cross-country team has just finished up their season. A big thank you to Mrs Nielsen and Ms Nielsen for coaching the team this year. There was a large team this year. The Grade 4's placed the highest in the district and there were also several top 10 individual placements awarded.

- Volleyball season has just started. The boys and girls teams have had one game each so far. The students all played well and also demonstrated great teamwork and sportsmanship.
- FSA testing for Gr 4's and Gr 7's is almost completed. Some parents have opted out of the tests this year. A reminder that the results of these tests will not be used for grades.
- A reminder for all kindergarten parents that the deadline to complete the UBC educational survey is October 31st. This survey is optional.
- Halloween is coming up next week.
 - Students are welcome to wear their costumes on the 31st. A reminder that no weapons are allowed and that culture, race, religion and harmful stereotypes are not a costume.
 - The school is hoping to have Halloween Parade for the younger students to show off their costumes.
 - Today the Kindergarteners had their Pumpkin Patch photos taken.
- The school is still looking to find a full time teacher for Division 10 (Gr 4/5). This position is currently being covered by a TOC, who has been with the class since the beginning of the year. Staff shortages have been an issue throughout the district and the province.
- Ms. Clark (Vice Principal)
 - Thank you to all of the parents who volunteered for the Terry Fox Run. The school raised over \$9800. There were some issues with the route map, these will be fixed for next year. There is also a shortage of Stop signs for volunteers to use at road crossings.
Action: Yukiko and Mehreen to see if there is room in the budget to purchase more Stop signs.
 - Traffic control and safety during drop-off in the morning continues to be a concern. In the past, parents volunteers helped with traffic control in front of the school in the mornings. Would it be possible to organize this again?
Action: PAC executive to try to recruit parent volunteers to help with this.
- *Parent Question:* A few years ago the city announced that it intended to install speed bumps near several schools in Burnaby. Does the city have plans to install any speed bumps near Chaffey-Burke? In particular, one area of concern is Sardis Street, where the new city path connects Halley Ave and Sardis St.
Answer: (Jeff) No, the city has no plans to install speed bumps near Chaffey-Burke. The city does provide a crossing-guard at Willingdon Ave and Sardis St.
Action: Mehreen to draft a letter to be sent to the city of Burnaby regarding parents' concerns about traffic control and safety around Chaffey-Burke. Jeff to send out an email to remind parents of the rules and by-laws regarding drop-off and pick-up.

5. Treasurer's Report (Yukiko)

- The Halloween Costume Sale raised \$217 and the first snack sale of the year raised about \$502.

- The Gaming Grant has been approved.
- The budget for this year has not been completed because the teacher's wishlist has not been submitted yet.
Action: Jeff to confirm the wishlist at the next staff meeting and then meet with Yukiko and Mehreen so that the budget can be completed and presented at the next PAC meeting.
- *Question (Ms Zmukic):* Would it be possible to include Reading Club prizes in the budget? *Answer (Mehreen):* Believes that this has been included in the past, so it should be possible.
- It was suggested that all line items in the budget be reviewed to determine if they are still needed or if the amounts need to be increased to reflect the growing student population and the increase in number of Divisions.
- See the attached Treasurer's report below.

6. School Programs/Events – Review & Updates

- Special Lunch Program (Mehreen)
 - Ellen was not able to attend the meeting, so Mehreen provided the update.
 - Ellen has drafted a letter that will be sent out to families on Friday. The first lunch day will be held on the first Friday in December.
 - Orders can be placed up until November 12th. There are plans to open up the system again later in the school year.
 - It was suggested that a reminder of the policy regarding a student absence on a Special Lunch day be included in the weekly newsletter.
Action: PAC will make sure that the Special Lunch dates are on the school calendar in the office.
- Fruit and Milk Program (Yukiko)
 - The 2nd Fruit and Milk distribution day was held today.
 - Thank you to the kindergarten teachers and to Ms Nielsen for offering to cut the pears in half for their students. As a result, there were enough pears for all of the students in the school.
 - The milk was in cartons this time, instead of the small plastic cups. Cartons can be recycled and brought to the Return-It depot, as can the plastic cups, as long as the foil lid is not removed. It was suggested that teachers and students be reminded not to fully remove the foil lids.
- Pancake Breakfast (Rosanne)
 - Confirmed for Thursday, December 14th
 - Rosanne to meet with Jeff to discuss the logistics of running the event.
- Movie Night (Flora)
 - Flora has been in touch with ACF about the various options available. The PAC needs to decide whether or not to get the streaming service. Flora asked if this would be something that the school and teachers would use. Jeff felt that the school most likely would not have the budget to help contribute to the cost of the streaming service.

Action: Flora to meet with Jeff to discuss the options and decide on the package to purchase.

- The first movie night is tentatively scheduled for November 17th. Flora will check gym availability before this date can be confirmed.
- Ms Zmukic suggested that the next movie night could be scheduled to coincide with Literacy Week and could feature a movie that is based on a book.
- Art Gallery (Rosanne)
 - The first display of student artwork was put up on Monday. Thank you to Ms. MacKillop for organizing the collection of the art from teachers and to the parent volunteers who helped switch out the artwork in the gallery.
 - Rosanne will be in touch with Ms. Mackillop to schedule one more Art Gallery swap out before the winter break.

7. Fundraising Events – Review & Updates

- Fundraising proposals and planning
 - Ms Clark expressed that it is important for the PAC to have a fundraising plan for the year, so that fundraisers are spread out through the school year. This will ensure that families and teachers are not overwhelmed with too many fundraising campaigns at the same time.
Action: PAC executive to meet and map out a plan for fundraisers for the rest of the school year.
- 72hour Emergency Kits
 - This fundraiser closes on November 12th
 - A reminder to use the school address for the shipping address
- Halloween Costume Sale
 - Thank you to all of the parents who donated costumes.
 - The PAC raised \$217 from the sale.
- Snack Sales (Rosanne)
 - First snack sale was held last week. It was very successful and raised over \$500. The new set up and signage seemed to help with crowd control, especially on the upper undercover area.
 - We will hold one more snack sale before the winter break.
- Christmas Cards
 - It was not possible to ask teacher's if they were willing to have their classes participate in this fundraiser because last month's staff meeting was cancelled. This fundraiser will be postponed until next year.
- Animation Workshop
 - Finding space to run the workshop is an issue because the gym is not available on Pro D days.
 - Mehreen will look into whether or not it would be possible to run the workshop after school.
- Neufeld Farms
 - Flora contacted Neufeld Farms and there were no longer any suitable delivery dates for before Christmas.

- The PAC will look into organizing this for in the new year.
- Booking for winter/spring dates opens on January 5th.

8. New Business

- *Parent Question:* Is it possible for teachers to have sessions/presentations for students regarding responsible use of technology and social media?
Answer: (Jeff) The school district has created a new social media and digital literacy platform for students from Kindergarten to Gr 7. It will address several issues, including how to be safe online. Parents also play an important role in limiting time and access to devices and social media at home. Perhaps an info session for parents on this topic would be helpful.
Action: PAC to look into the possibility of bringing in a speaker to do a presentation for parents about social media and digital literacy.

- A parent spoke about the importance of good nutrition and a healthy diet for students. Jeff let parents know about two provincially funded programs that are available to families in need. Feeding Families is geared towards making sure that children have food at school. The Family Affordability Fund allows the school to support families in need in various ways, including providing gift cards and paying for field trips fees.

9.Meeting adjourned at 7:57pm.

