

**Chaffey-Burke PAC Meeting Minutes**  
**November 22nd, 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), Mehreen Chaudry (Chair), Flora Sze (Vice Chair), Yukiko Otsuka (Treasurer), Rosanne Wieringa (Secretary), Jeremy Prosser, Jetty

1. Approval of the agenda.

**Moved, seconded, motion carried.**

2. Approval of minutes of previous meeting held on October 25th, 2023

**Moved, seconded, motion carried.**

3. Addendum to Chaffey-Burke PAC 2023 AGM

- Assign signing officers for Chaffey-Burke PAC accounts

**Motion:** To assign Flora Sze (Vice Chair) and Rosanne Wieringa (Secretary) as signing officers for the Chaffey-Burke Elementary PAC General account and Gaming account.

**Motioned, Seconded, Motion carried**

4. Principal's Report (Jeff)

- Water Bottle Refilling Station
  - Moving ahead with this project. It can be installed in January and will be located on the lower level across from the Kindergarten classrooms. The cost will be about \$2900, which is up slightly from the previous quote. This increase in cost will be updated in this year's budget.
- Traffic Control and Safety
  - A reminder to parents that, if at all possible, walking to school is the best option. An email has been sent out to parents regarding traffic safety during drop-off and pick-up times.
  - Cones have been put out in the "No Stopping" zones outside of the school and this seems to be working well
  - There are plans to use landscaping and boulders to prevent parents from driving onto the grass area by the upper parking lot
  - Sandwich boards have been ordered with messaging regarding proper drop off/pick up etiquette
  - Unfortunately, parents will not be able to help with parking patrol due to liability issues.

- Jeff will be sending out an email asking parents to avoid driving and parking on Sardis St and Abbey St on Monday morning, as the Intermediate students will be attending the YPC concert and 6 school buses will be parked outside the school on Monday morning at 9am
- Report Cards
  - Will be ready in 3 weeks.
  - Report cards will no longer be printed out, but will be available online through MyEd
  - Jeff will be sending out instructions on how to access report cards
  - If parents have any problems or require a paper copy, they can contact the school.
- Teacher's Wish list
  - Not all requests have been received.
  - Phys Ed department has asked for items that are suitable for younger students in K – 3 (ie Little Tykes basketball hoops)
  - The school will be focusing on Numeracy and Community Building as their academic and social learning goals for the year – materials that support this learning will be included on the wish list. These items would include:
    - Materials to support the Gr 7 Leadership club
    - Games, chessboards, etc, for school clubs
    - Math materials for the entire school – this could be mentioned as part of the parent donation letter
  - Resource Dept has asked for language games/tools, SEL materials and calming materials
- Volleyball
  - Season is almost over. The final tournament will be held on Thursday.
  - The students have played well and have shown great sportsmanship.
  - Basketball will begin in January
- School Photos
  - The photography company will now be charging for the class photos at a cost of \$2/photo. To offset this cost, the company is willing to run a family photo night in the gym. In exchange for any profit made from the family photo event, they will offer the class photos for free.
  - Jeff will set up a date for this and will let the PAC know if any parent volunteers are needed.
  - Jeff is looking into other options for school photos next year.

## 5. Treasurer's Report (Yukiko)

- See attached Treasurer's Report

- Yukiko and Mehreen have worked on a draft budget. Once the Teacher's Wish List has been completed then the budget can be finalized and presented at the next PAC meeting.
- See attached draft budget below.

Notes:

- The numbers in red are from last year and are carrying though to the next year. They have already been budgeted for, but have not been spent yet.
  - Lines 30 (Teacher Support) & 31 (Classroom Library) – Able to increase these amounts because of the money raised through the Read-a-Thon and the Financial Literacy Fair
  - Line 33 (Wish List) – Once there are more details regarding the wish list, more line items can be created.
  - Guidelines for use of Gaming Grant money have been reviewed. Gaming Grant can be used to cover items including:
    - Movie License (line 23)
    - Sports Day (line 25)
    - Gr 7 Graduation (line 24) – *going forward, this time should continue to be included in the budget, so that all students at the school will benefit from this funding*
    - Sports Equipment (line 21)
    - Student computers for extra-curricular activities (line 20) – this could be used to help support technology for a Robotics Club
- ❖ **Action:** Jeff and Kim to review the draft budget and advise the PAC executive if new line items need to be created or if money needs to be moved around and reallocated. Yukiko and Mehreen will then finalize the budget and present it at the next PAC meeting in January.

6. Action items from previous meeting

- Traffic Safety and Control – covered by Jeff in the Principal's Report
  - Teacher's Wish List – covered by Jeff in the Principal's Report
  - Fundraising Schedule Proposal – completed by PAC executive and sent to Jeff and Kim. The proposal has been approved.
  - Special Lunch Dates – the office has been informed of the December dates and these will be included in the weekly reminder email that will be sent home to parents.
  - Movie License – decision to get the streaming as part of the Movie License package. Total cost was \$787.71.
  - Parent information session about Social Media and Digital Literacy – BCTF is able to provide a speaker on this topic.
- Action:** Rosanne to meet with Jeff and find a date in January that would work for the school. Rosanne will then send a request to the BCTF

7. School Programs/Events – Review & Updates

- Special Lunch Program

- Divisions 1 – 4 have volunteered to help on Special Lunch days. Ellen will need to let Jeff know how many volunteers are needed for each day and what they are required to do.
- There have been some parent complaints that some of the Special Lunch days in the spring did not include vegetarian options.  
**Action:** Speak to Ellen about adding vegetarian options before reopening the system in the new year.
- Fruit and Milk Program
  - Next delivery is Tuesday.
  - Some questions from teachers about why not every class received fruit or milk. Jeff to let teachers know that we are only receiving enough servings for 75% of the students.
- Pancake Breakfast
  - Scheduled for Dec 14<sup>th</sup>.
  - Thank you to the parent volunteers who have signed up. Still need a few more volunteers.
  - Rosanne will meet with Jeff soon to talk through the logistics.
  - Rosanne was contacted by the Lions Club. Only 2 of them will be able to come, so we will need to have a parent volunteer helping them at the griddle. They also informed us that this will most likely be the last year that they will be cooking for Pancake breakfasts.  
**Action:** Rosanne to contact the firefighters and ask about their availability for next year.
- Movie Night
  - First movie night was held on Friday. It was very successful.
  - The next movie night is scheduled for Feb 2<sup>nd</sup> and will coincide with Literacy week
- Art Gallery
  - Display will be changed on Dec 4<sup>th</sup>
  - Thanks to the volunteers who have signed up to help out.

#### 8. Fundraising – Review and Updates

- Donation Letter
  - Needs to be sent out as soon as possible, so that parents are able to receive a tax receipt for 2023  
  
**Action:** Kim to let Mehreen know the cost of the Math materials that are on the wish list. Mehreen will include this in the letter and send a draft to Jeff on Friday. Letter to be sent out to parents on Monday.
- Snack Sale
  - Next snack sale will be on Monday, November 27<sup>th</sup>
- Neufeld Farms
  - Hope to schedule this for mid to late January.
  - Registration for winter dates opens on January 5<sup>th</sup>

#### 9. Meeting adjourned at 7:58pm



