

Chaffey-Burke PAC Meeting Minutes
January 24th, 2024, 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), Gerardo

1. Approval of the agenda.

Moved, Seconded, Motion carried.

2. Approval of minutes of previous meeting held on November 22, 2023

Moved, Seconded, Motion carried.

3. Principal's Report (Jeff)

- It has been an eventful start to the new year. Last week there were 2 snow days, which is very unusual for the district.
 - School Photos
 - The school is looking into other vendors for school photos and are considering switching from Lifetouch to Artona.
 - Artona is a Vancouver based company. They offer better packages at a cheaper price point and all packages include a digital download and a class photo.
 - They guarantee more photographers on picture day and a manager will be onsite to ensure that everything runs smoothly.
 - The school will also get a 10% rebate on all orders.
 - Sexual Health and Family Life Curriculum
 - This has always been a part of the curriculum and is taught to students in K-7 in an age-appropriate way.
 - Parents will be informed by the school when these topics will be covered in the classroom. Parents will receive a letter from the school, which will allow them to opt out of having their children participate in this part of the curriculum in the classroom.
 - Since this is part of the curriculum, parents who opt out will be responsible for covering these topics at home and will need to come up with a plan on how that will be done. This will have to be communicated to the school and the classroom teacher.
- ❖ Ms Clark suggested looking at minutes of the DPAC meetings for more information, since this topic has been raised at previous DPAC meetings. **Action:** Mehreen to find link to DPAC meeting minutes and will send to Flora to post on the PAC website.

- Basketball has started up.
 - Only the grade 7 boys are able to participate and grade 6 & 7 girls because of the number of students.
 - They have had a couple of games already. Everyone has played well and are having fun.
- Grade 7 graduation
 - Jeff will be meeting with the Grade 7 teachers and then will be reaching out to Gr 7 parents to ask for volunteers to help start planning the graduation celebration in June.
- Ms. Clark (Vice Principal)
 - Met with staff and they are very pleased with the money available from the PAC budget to support various activities and clubs at the school.
 - ❖ Mehreen suggested that if there are clubs that teachers are interested in starting up in September, they can use money from this year's budget to buy supplies so that they are ready to go at the beginning of next school year. Kim will inform teachers of this option.
 - Next week is Literacy Week. The theme is food and there are lots of activities planned, including door decorating, food bingo, "drop everything and read" and an assembly at the end of the week.
 - It would be nice to start a Gardening Club to help with the front garden and the 3 bins at the back of the school. Looking for a parent volunteers to help lead this.

4. Treasurer's Report (Yukiko)

- See attached Treasurer's Report
- The direct donation letter has only raised \$84 to date.
Action: Mehreen to draft a reminder email for Jeff to send out to parents along with the direct donation letter that was sent out in November.

5. 2023/24 PAC Budget (Yukiko)

- See attached budget.

Notes:

- The numbers in red are from last year and are carrying through to next year. They have already been budgeted for, but the money has not been spent yet.

- A few new items have been added this year (see lines 19, 20, 21, 22, 24 & 25). This money will come from the Gaming grant.
- Line 26 (Graduation Ceremony) - this item will continue to be included in the budget in upcoming years.
- The amount for field trips has been increased.
- Line 31 (water fountain) – amount has been increased to reflect the most recent estimate.
- Line 34 - \$1500 allocated for the School Wide Math Goal
- Line 35 - \$500 allocated for the Resource team.

❖ *Question (Ms. Clark):* Could the money from Line 19 (Student Recognition) be used to recognize the student monitors at the end of the school year? *Answer:* PAC will need to check the Gaming grant rules.

Action: Mehreen will look into this and will let Ms. Clark know.

- **Motion** to approve the proposed 2023/24 PAC budget.

Moved, Seconded, Motion carried.

6. Action Items from previous meeting

- i. Social Media and Digital Media presentation for parents. (Rosanne)
 - BCTF was not able to find a facilitator for the dates we requested for January. We are now waiting to hear about availability for Feb 28th or the first two weeks of March.
 - One facilitator can only accommodate 50 parents.
Action: Rosanne to notify BCTF that we will cap the event at 50 people. Once a date is confirmed, the PAC will set up a way for parents to RSVP for the presentation through Munch-a-Lunch.
- ii. Special Lunch
 - Not able to change menu items for this year.
 - Ellen is planning to open the system again in April for Sports Day orders, but will look into opening the system earlier for those families who missed ordering for the spring term.
 - Suggestion to talk to PACs of other large schools about vendors that are able to accommodate a large number of orders.
- iii. Contacting Firefighters re: Pancake Breakfast 2024 (Rosanne)
 - The Firefighters no longer provide this service. However, the Lions Club has been able to recruit more volunteers and are hopeful that they will be able to continue to volunteer to cook for the pancakes breakfast.
- iv. Donation Letter
 - Donation letter was sent out at the end of November.
 - Only \$84 donated to date, letter will be sent out again to parents.

7. School Programs/Events – Review & Updates

- Special Lunch – already discussed.
- Fruit & Milk Program (Yukiko)
 - A big thank you to Derek for taking over coordinating the distribution of the fruit and milk
 - There is one parent volunteer who has Food Safe Level 1, but it would be great to have at least one more.
Action: Email to be sent out to parents to find volunteers who have, or are interested in obtaining, their Food Safe Level 1 certification. This email should also include a request for any parents who would be interested in taking over the role of PAC Treasurer next year.
- Movie Night (Flora)
 - Next movie night will be on Feb 2nd
 - Movie will be “*Cloudy with a Chance of Meatballs*”
 - Yukiko will prepare a letter with the link to sign up on Munch-a-Lunch to be sent out on Friday.
- Art Gallery (Rosanne)
 - Next set of artwork will be put up on Feb 6th

8. Fundraising Events – Review & Updates

- Snack Sale (Rosanne)
 - Next snack sale is scheduled for Jan 30th.
 - Still need more parent volunteers to help with the sale. Flora will post a request in the WhatsApp group.
- Neufeld Farms (Flora)
 - Dates have been booked.
 - Link will be up on February 12th
 - Order deadline is on March 4th
 - Pick up day is March 13th at 7:30
- Jeff to send an email home to parents to inform them about some of the upcoming PAC events, including the snack sale, movie night and the Neufeld Farms fundraiser.

9. New Business

- Spirit Wear
 - Need to contact the company re: cheque from last year’s fundraiser.
Action: Mehreen to email the company.
 - Need to look into options for this year’s Spirit Wear sale.
Action: Flora to send an email with some options.
- Plant Sale
 - Scheduled for April/May. Flora will contact them re: order and delivery dates.

10. Meeting adjourned at 7:45pm.

TREASURER'S REPORT

January 24, 2024

Bank Balances @Jan. 1st, 2024	
Vancity PAC General + PAC School Account	\$36,198.75
Vancity Gaming Account	\$17,880.34
Term Deposit	\$15,000.00
Balance	\$69,079.09

*\$480.83 District PAC Funds received and carried from previous years to be spent accordingly.

*\$316.25 from Vancity PAC General is earmarked for Special Lunch Credits.

[Income]

1. \$20,097.37 – from the orders for Special Lunch Program (Nov. & Dec.)
2. \$ 782.30 – Revenue from Snack Sale (Nov.27 / Gr.6,7 Dance)
3. \$ 224.93 – PAC Grant

[Expenditure]

1. \$ 2,066.58 – Special Lunch Program (Boston Pizza, Food & Drink Purchase)
2. \$ 171.37 – Books Purchase (for Library)
3. \$ 365.01 – Learning tools purchase (Resource Team)

[Notes]

Online Parents Donation – \$84.00 (Total: September - December)

Bottle Depot – \$151.80 (Account Balance as of Dec.14)

Chaffey Burke Elementary School Parent Advisory Council
For the period of Sept 1, 2023 to August 31, 2024

Proposal: Jan 15, 2024

Ref	Description	Budgeted	Actual	Variance
Revenues				
1	Gaming Grant	12,240.00	G 12,240.00	-
2	School District PAC Grant	200.00		(200.00)
3	Direct Donation	1,000.00		(1,000.00)
4	Special Lunch Program (MunchaLunch)	3,500.00		(3,500.00)
5	Snack Sales	1,000.00		(1,000.00)
6	Bottle Recycling	300.00		(300.00)
7	Movie Night	400.00		(400.00)
8	Creative Pack - School Supplies	500.00		(500.00)
9	School Wear Fundraiser	300.00		(300.00)
10	Neufeld Farms	300.00		(300.00)
11	GrowingSmiles Plants Fundraiser	300.00		(300.00)
12	Read-a-Thon	-		-
13	Emergency Kits Fundraiser	120.00		(120.00)
14	Div.9 Financial Literacy Fair	2,000.00		(2,000.00)
	Total Revenue	22,160.00	12,240.00	(9,920.00)
Expenditures				
15	Field Trips	6,750.00	G	(6,750.00)
16	Applied Skills Development	1,250.00	G	(1,250.00)
17	Beautification	350.00	G	(350.00)
18	Rock Benches	1,500.00	G	(1,500.00)
19	Student Recognition	750.00	G	(750.00)
20	Student Recognition (250 Night Reading)	300.00	G	(300.00)
21	Student Recognition (Battle of the Book)	300.00	G	(300.00)
22	Student Clubs or Societies (eg drama, Chess club etc)	700.00	G	(700.00)
23	Sports Equipment	750.00	G	(750.00)
24	School Presentations (Author Visit)	500.00	G	(500.00)
25	Movie Night License	787.71	G 787.71	-
26	Graduation Ceremony	1,000.00	G	(1,000.00)
27	Sports Day	1,000.00	G	(1,000.00)
28	School Library Support	850.00	S	(850.00)
29	Classroom Projectors/Doc Cameras	700.00	S	(700.00)
30	Moscrop Alumni Awards	500.00	S	(500.00)
31	Water Fountain Replacement	2,900.00	S	(2,900.00)
32	Teacher Support	4,200.00	S	(4,200.00)
33	Classroom Library	2,700.00	S	(2,700.00)
34	School-wide math goal	1,500.00	S	(1,500.00)
35	Resource Team (Students' Learning Tools)	500.00	S	(500.00)
36	Principal's Discretionary Fund	250.00	P	(250.00)
37	Parents Workshop (Digital Literacy)	500.00	P	(500.00)
38	PAC Run Activities	500.00	P	(500.00)
39	PAC Operations	600.00	P	(600.00)
	Total Expenditures	31,637.71	787.71	(30,850.00)