

Chaffey-Burke PAC Meeting Minutes
April 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), Queenie Pearson, Matthew Pearson, Jetty Kurniawan

1. Approval of the agenda.

Moved, Seconded, Motion carried.

2. Approval of minutes of previous meeting held on February 28th, 2024.

Moved, Seconded, Motion carried.

3. Principal's Report (Jeff)

- Ms. Seminara has returned to teaching music full time. Unfortunately, this means that Ms. Chang will no longer be teaching music, but she will remain at Chaffey-Burke to help with support for teachers and students.
- Student Led conferences were held over the past 2 days and there was a great turn out this year. Student Led conferences give students the opportunity to share what they have been learning and to show off their work to parents and siblings.
- There has been a move towards more digital messaging and communication with parents. This helps to save time, as well as paper. The last 2 report cards were not printed, but were only available online, with an access rate of 90%. Student Led conference scheduling was also done online and seemed to work well.
- Track Team has started up for Grade 4 to 7 students. Their second meet will be tomorrow, and the district wide meet will be on May 8th at SFU. Thank you to Ms. Harrison, Ms. Sumpter, Ms. Victo, Ms. Schulze, and Ms. Zmukic for coaching.
- Summer school registration opened last week. It will run from July 3rd to 19th from 9am – 12:15pm. There are 13 classes being offered at Chaffey-Burke and all classes are currently full. Sometimes classes are added, so parents can keep checking for availability.
- Looking ahead to next year:
 - The number of students will remain very similar to this year. There were 74 Kindergarten registrations, but 12 of those have been accepted into French Immersion.
 - There will be big changes in staffing next year.
 - This will include 2 retirements, 3 personal leaves and 1 maternity leave.
 - Ms. Barisic will be returning from maternity leave.
 - Ms. Schulze will be leaving to return to French Immersion and a new head teacher has been hired.

- There will be up to 13-14 teachers leaving, as well as 5 EAs. Jeff will keep the PAC updated with the numbers closer to the end of the school year.
- Sports Day
 - Will be held on May 31st and preparations are well underway.
 - The events will start around 9:30am and parents are welcome to come and cheer on the students.
 - One of the stations will be a rest station, with drinking boxes available for students. Parent volunteers will be needed to help distribute the drinking boxes. **Action:** Ms. Clark will ask for clarification on how many volunteers will be needed and if they need to be at the station for the whole time and will let the PAC know.
 - Pizza lunch orders for Sports Day will be set up on Munch-a-Lunch. A letter to parents will go out in the next few days. Sports Day was not included in the initial Special Lunch order set up earlier in the school year.
- Ms. Clark (Vice Principal)
 - Grade 7 students will be participating in the Burnaby Dance Festival on May 12th. They have been working Moscrop students who are in the dance program.
 - Auditions for “Chaffey’s Got Talent” have started. The talent show has been spearheaded by the Gr 7 Leadership Committee. The Primary Talent show will be held in the morning and the Intermediate show will be in the afternoon. Parents were not emailed about the talent show, but posters were put up and classes were told about it. This is the first time that a talent show has been held at Chaffey in several years.
- ❖ *Parent Question:* Is it possible for parents to be informed earlier about upcoming school sports and the schedule for these activities? *Answer: (Jeff)* The schedule for sports meets is set earlier in the year, so the school will make best efforts to inform parents earlier, so that parents can plan accordingly.

4. Treasurer’s Report (Yukiko)

- See attached Treasurer’s Report.

Note:

- Cheque from last year’s Creative Pack fundraiser was received. The total was \$590.
- Neufeld Farms Fundraiser raised \$572.50. Thank you to Flora for organizing this.
- Revenue from the March snack sale was \$1063.70, with a profit of \$647.16.
- Movie night (April 19) - profit from the snack sales was \$90.52 and from the pizza and juice pre-order sales was \$198.50.
- Bottle Depot account balance is now \$247.00. Flora will deposit the cheque at the end of the summer so that money can be used for next year.

- Requests for Field trips are coming in, so the money budgeted for these costs will start being spent.
 - Antonella informed Yukiko that she only needs \$3745 for Teacher Support. \$4200 was budgeted. The remaining \$455 will now go towards supporting the Math resources.
 - Moscrop Alumni Scholarship – have not heard from Moscrop yet. **Action:** Jeff will reach out to Moscrop to get the names of 2 students for the scholarship.
 - Staff Appreciation Lunch donations are up to about \$900.
- ❖ *Parent Question:* Is it possible to increase the maximum donation amount for the Staff lunch? *Answer: (Jeff)* The maximum was set at \$20 because the money collected can only be used for this event. With such a big school, raising enough money for the lunch is not usually a problem. If parents want to make a larger donation, parents are encouraged to donate to the general fund, which can be used to support other activities at the school. These donations can be made through School Cash Online. The notice for this donation usually goes out before the end of the calendar year.

5. Action Items from Previous Meeting

- PAC to look into other parent presentations offered by the BCTF.
 - It is too late to plan something for this year. The PAC will look at this for next year.
- Email to be sent out encouraging parents to consider joining the PAC executive.
 - Email has not been sent out yet.
 - The AGM is coming up on May 22nd. The maximum term for PAC executive members is 4 years. Yukiko is in her 4th year as Treasurer and Flora is not able to serve as Vice Chair next year, so there are 2 vacancies to fill. If the executive positions are not filled, the PAC will not receive Gaming Fund money. In addition to executive members, the PAC needs people to help coordinate and organize events.
Action: Jeff will post information on the school website with more information about the PAC executive and will send out an email to parents encouraging them to consider running for the executive and to volunteer to help coordinate PAC events throughout the year.
Action: PAC executive to look into planning an event at the beginning of the school year to encourage parents to volunteer.
- Spirit Wear
 - Mehreen received the itemized invoice. Profit was only \$78 on 50 items, which was not great value.
 - The PAC has found a new vendor – Western Athletics. Mehreen has set the price points for the items. Rosanne has been in touch with the vendor and will be setting up the Spirit Wear sale on Munch-a-Lunch. The sale will hopefully open in the first week of May.

- iv. Movie Night pizza sales
 - Pizza and juice sales were set up on Munch-a-Lunch. This worked well and was a nice addition to the movie night.
 - Popcorn did not sell well. Yukiko will add popcorn to Munch-a-Lunch so that people can preorder.
- v. Plant Sale set up.
 - PAC decided not to run the Plant Sale for various reasons. Moscrop is holding a similar sale, and the PAC has several other fundraisers planned before the end of the year, including Spirit Wear and Creative Packs.
- vi. Teacher Appreciation Lunch
 - Date has been confirmed for May 22nd.
 - Email has gone out to parents asking for donations to help fund this event.
 - Derek, Heather and Rosanne have agreed to take the lead on organizing the lunch.
 - Jeff has suggested approaching local restaurants to provide the food. Teachers and staff will be polled to see what types of food they would like to have for the lunch.
 - Food will be set aside for the teachers, EAs and staff who are not able to attend the lunch.

6. School Programs/Events – Review & Updates

- Fruit and Milk program
 - Funding has changed for this program and the school will now have to pay the full amount for the year. The school is able to access the Feeding Futures Fund to fund the program. The cost will be just over \$6000 for the year.
 - Action:** Jeff will complete the application and pay the deposit for the Fruit and Milk program.
- Movie Night
 - The next Movie Night is scheduled for May 24th.
 - Pizza and popcorn preorders have already been discussed.
- Teacher Appreciation Lunch – already discussed.
- Financial Literacy Fair
 - Scheduled for May 14th and 16th. It will be run by Ms. Yoon and her Division 9 class.
 - Ms. Yoon will be asking parents of her students to volunteer to help. If she needs additional volunteers, the PAC can help find more parents to help at the Fair.
- Art Gallery
 - New artwork was put up last week.
 - There will be one more set of artwork put up before the end of the school year.

7. Fundraising Events – Review & Updates

- Snack Sale
 - The PAC will not be holding another snack sale this year. The Grade 7 parents will be organizing one or two snack sales before the end of the year to help raise money for the Grade 7 lunch, dance and leaving ceremony. The first one will be held on May 1st and the second one is tentatively scheduled for June 12th.
 - Grade 7 parent committee will buy leftovers from the previous PAC snack sale so that the leftovers in the kitchen will be used up.
- Neufeld Farms (Flora)
 - Did not have enough sales to cover the delivery fee, but the PAC was still able to raise \$572.50.
- Spirit Wear (Rosanne)
 - Rosanne is waiting to hear back from the vendor about the logo and colour options.
 - Hope to get it up and running on Munch-a-Lunch in the first week of May, orders will be open for about 2 weeks and the orders will be delivered about 2.5 weeks after that.
 - The vendor is able to provide sizing samples, however, with the number of students, this could be complicated to organize. Rosanne will look into the possibility of sending out sizing charts in the email that will go out to families announcing the Spirit Wear sale.
- Creative Packs (Rosanne)
 - Rosanne has received the updated list from Ms. Schulze. These will be sent to Creative Packs so they can type up the final lists.
 - Sales will open in June, orders close early July and Creative Packs will be delivered to the school at the beginning of the next school year.

8. New Business

- Read-a-thon
 - Will not be held this year. PAC will be in touch with Ms. Zmukic about organizing this for next year.
- Mehreen asked for updates on budget items:
 - Water fountain has been installed. Jeff has not received the bill, but should be receiving it from the District soon.
 - Student Recognition – Ms. Clark will be using this money to thank student monitors for their help this year. This will be done in June.
 - Battle of the Books – Is happening now.
 - 250 Nights of Reading – will finish up at the end of the school year, so this money will be used up in June.
 - Student Clubs – Teachers are aware that money is available for student clubs. Teachers should be reminded in September that this money is available if they are interested in starting up new clubs. Items, such as chess boards, could be purchased now so that the PAC is able to spend

the required amount of the Gaming Fund before the end of the school year.

- There is a need for new jerseys for the sports teams.

Action: Jeff will look into the cost of replacing them.

- Author Visit – need to ask Ms. Zmukic if she has arranged anything.
- School Wide Math Goal – teachers will be meeting on Monday to decide which resources they would like to purchase. This budget item will be increased to \$2000.

9. Meeting adjourned at 8:10pm.

TREASURER'S REPORT

April 24, 2024

After taking earmarked amount @Apr. 1st, 2024	
Vancity PAC General + PAC School Account	\$ 32,717.17
Vancity Gaming Account	\$ 17,880.34
Term Deposit	\$ 15,000.00
Balance	\$ 65,597.51

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

*\$346.75 from Vancity PAC General is earmarked for Special Lunch Credits.

[Income]

1. \$ 590.00 - Creative Packs
2. \$ 572.50 - Neufeld Farms
3. \$ 1,063.70 - Revenue from Snack Sale (Mar 12) - Profit \$647.16

Total: \$2,226.20

[Expenses]

1. \$ 1,940.98 – Expense for Special Lunch Program (Apr.)
2. \$ 548.60 – Books Purchasing (for Library)
3. \$ 54.24 – Juice Boxes purchase for Snack Sale

Total: \$2,543.82

[Notes]

Online Parents Donation – Total: \$1,785.00 (Sep – Dec) as of Jan.2024

Bottle Depot –Account Balance: \$214.30 (as of Feb.17)

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

Passed: Jan24, 2024
As of Apr 23, 2024

Ref	Description	Budget	Actual	Variance
Revenues				
1	Gaming Grant	12,240.00	G 12,240.00	-
2	School District PAC Grant	200.00	224.93	24.93
3	Direct Donation	1,000.00	1,785.00	785.00
4	Special Lunch Program (MunchaLunch)	3,500.00	3,500.00	-
5	Snack Sales	1,000.00	1,774.84	774.84
6	Bottle Recycling	300.00	247.20	(52.80)
7	Movie Night	400.00	577.09	177.09
8	Creative Pack - School Supplies	500.00	590.00	90.00
9	School Wear Fundraiser	300.00		(300.00)
10	Neufeld Farms	300.00	572.50	272.50
11	GrowingSmiles Plants Fundraiser	300.00		(300.00)
12	Read-a-Thon	-		-
13	Emergency Kits Fundraiser	120.00	141.62	21.62
14	Div.9 Financial Literacy Fair	2,000.00		(2,000.00)
Total Revenue		22,160.00	21,653.18	(506.82)
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 277.13	(22.87)
21	Student Recognition (Battle of the Book)	300.00	G 295.50	(4.50)
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 860.37	10.37
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' Leaning Tools)	500.00	S 365.01	(134.99)
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 622.38	122.38
39	PAC Operations	600.00	P 11.45	(588.55)
Total Expenditures		31,637.71	3,219.55	(28,418.16)
Projected Profit		(9,477.71)	18,433.63	(28,418.16)