

Chaffey-Burke PAC Meeting Minutes

May 22 , 2024, 6:30PM, Chaffey-Burke Staff Room

Start time: 6:30pm

Location: Chaffey-Burke Staff Room

In attendance: Kim Clark (Vice Principal), Liz Schulze (Head Teacher), Mehreen Chaudry (Chair), Flora Sze (Vice Chair), Yukiko Otsuka (Treasurer), Doris Fung, Treasury

1. Approval of the agenda.

Moved, Seconded, Motion carried.

2. Approval of minutes of previous meeting held on April 24th, 2024.

Moved, Seconded, Motion carried.

3. Principal's Report (Kim)

•STAFF APPRECIATION LUNCH – A big thank you to all the volunteers and donations from parents. All Chaffey-Burke staff really appreciate it.

• TRACK & FIELD - Thanks to all the parent volunteers for driving our students. It was a big success. Ms. Clark thanks all the teachers (Ms. Harrison, Ms. Sumpter, Ms. Victo, Ms. Schulze, and Ms. Zmukic) for their hard work with all the kids this year. Although the weather was challenging, our students were able to create a positive experience and learned to deal with the unexpected. Our school team won a plaque, and it will be display at our school for a year.

•DIVISION 9 FINANCIAL LITERACY FAIR – It was a big success thanks to Division 9. A special thanks to Ms. Yoon and all the volunteers.

• NUMERACY WEEK – This year we set math as our school goal. Throughout the week, students have been exploring different way to improve their math skills as our teachers exchanged great learning resources on Pro-D day. We are pleased to see our students gain confident with math and had fun with learning.

•TALENT SHOW: Thanks to Ms. Haskin and Ms. Victo for leading our Gr. 7 Leadership Club. We had an amazing talent show. Due to the capacity of the gym, we cannot open this show to the public. We had to host 2 shows (AM for the intermediate students and PM for the primary students). However, all parents of our performers were invited to attend the show.

•LOOKING AHEAD TO NEXT YEAR:

- There will be big changes in staffing next year. (Jeff will keep the PAC updated with the numbers closer to the end of the school year.)
- This will include 2 retirements (Ms. Delikatny & Ms. Goncalves).
- Ms. Alexander will be on maternity leave.
- Ms. Schulze will be leaving to return to French Immersion and a new head teacher has been hired.

- Classroom placement is already in process. However, nothing can be confirmed until September due to numbers of new enrollment.

• SPORTS DAY

- Will be held on May 31st and preparations are well underway.
- PAC has funded \$1000 for this event. Ms. Clark will use the fund toward new Sports Day equipment in September.
- One of the stations will be a rest station, with drinking boxes available for students. 2 Parent volunteers will be needed to help distribute the drinking boxes at each rest station.
- Pizza lunch orders for Sports Day was set up on Munch-a-Lunch. Order for Sports Day pizza already closed. (Sports Day was not included in the initial Special Lunch order set up earlier in the school year.)
- PAC will host a table during the event and run their Volunteer Appreciation Day. Drinks and refreshments will be provided for all volunteers.
- All students will receive a complimentary freezie from PAC during lunch.

4. Treasurer's Report (Yukiko)

- See attached Treasurer's Report.

5. Action Items from Previous Meeting

•TEACHER SUPPORT

- Kim clarified that each division teacher received \$100 as learning supplies reimbursement along with \$50 on book purchases. As other teaching staff can express their needs with the resource team which received \$500 from PAC. Due to the lack of Teacher's Wishlist, PAC couldn't budget accurately at the beginning of the year.

- PAC will look into increase the funding for Numeracy week, Leadership Club, and field trips.

*Action: The Chaffey Burke's admin team will email all teachers on the first day of school (**SEPT 3, 2024**) to ensure PAC can have an accurate budget to meet the teachers' needs.*

• SCHOOL JERSEY – Kim and Jeff will purchase new school jersey (using the 2023-24 Gaming Grant funding) before the end of this school year.

• AGM - The maximum term for PAC executive members is 4 years. Yukiko is in her 4th year and Queenie will be filling in as Treasurer. Beside that, there are no other changes in the executive position. For more detail, please see *AGM meeting minute.

Action: PAC executive will confirm most event dates with school's admin team. Flora can draft an event calendar with all PAC related events and post it at the beginning of school year. This might help parents to arrange their schedule to volunteer.

• MOSCROP SCHOLARSHIP

- Yukiko already contacted Moscrop Secondary School's admin team. More information will be provided at next PAC meeting.

6. School Programs/Events – Review & Updates

- **FRUIT AND MILK PROGRAM**

- need to follow up with Jeff.

Action: All intermediate classrooms will start to bring the empty milk container to the kitchen at the end of the date. Parent volunteers will continue to collect empty milk containers for the primary classrooms.

- **ART GALLERY**

- There will be one more set of artworks put up in June

7. Fundraising Events – Review & Updates

- **SNACK SALE**

- It went well. PAC might try to host more snack sale next year (if school permitted).

- **SPIRIT WEAR (Rosanne/Mehreen)**

- The order number is low. Mehreen suggested to host spirit wear every 2 years instead of annually.
- Mehreen is taking over this fundraiser as Rosanne will be away in June.

- **Creative Packs (Rosanne/Yukiko)**

- 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.
- Yukiko is taking over this fundraiser as Rosanne will be away in June.

- **MOVIE NIGHT**

- Pizza, popcorn, and juice sales were set up on Munch-a-Lunch. Since this is our last movie night of the school year, we didn't have top up our concession inventory.
- We were able to use the popcorn maker in the kitchen to make extra popcorn to sell at the concession.

8. New Business

- **Read-a-thon**

- Ms. Zmukic is interested in hosting Read-a-thon next year with the help of PAC.
- This will be added to our fundraising calendar.

- **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.

9. Meeting adjourned at 7:45pm.