

Chaffey-Burke PAC Meeting Minutes
September 25, 2024, 6:30PM, Chaffey-Burke Library

Start time: 6:30pm

Location: Chaffey-Burke Library

In attendance: Jeff Hutton (Principal), Kim Clark (Vice Principal), Giovanna Malito (Head Teacher) Mehreen Chaudry (Chair), Flora Sze (Vice Chair), Rosanne Wieringa (Secretary), Yukiko Otsuka, Doris Fung, Elayne Wong, Jenna Bird, Stanita Shivkar, Jennifer Kim, Amanda Sue, Jessie Yang, Sandeep B., J. Yang, Ken Chai, Wayne Mak, Anandhan Peddan Yillan, Ahmodyeza Shiravi

1. Approval of the agenda.

Moved, Seconded, Motion carried.

2. Approval of minutes of previous meeting held on May 22, 2024.

Moved, Seconded, Motion carried.

3. Principal's Report (Jeff)

- Thanks to all of the parents who came out tonight for the meeting. It is a great turn out for the first PAC meeting of the school year.
- It has been a busy start to the school year. Although classes were preloaded in June, the student population increased from 621 in June to 652 at the beginning of the school year. Many classes had to be reconfigured, resulting in the delay of students being assigned to their new classes/teachers. New students are starting every week and soon the school will reach its capacity.
- There are many changes in staffing this year, including a new Head Teacher (Ms. Malito) and a new PE teacher. Ms. Barisic and Ms. Mora have returned to Chaffey-Burke this year and Ms. Chang has moved from music to teaching a Grade 1 class.
- Parents as Partners sessions were held last week. It was nice to see parents in the building.
- The Family Picnic was a big success, with many families attending. Thank you to Flora for arranging the pizza orders and the games.
- Cross-country practices have started, and Girls & Boys volleyball will be starting soon.
- The Terry Fox Run will be held tomorrow after lunch. Thank you to the parents who have volunteered to help along the route.
- On Friday the school will be holding a Truth and Reconciliation assembly to recognize the First Nations in Canada. Monday, September 30th will be a holiday for Truth and Reconciliation Day.
- Friday, October 4th will be a Pro D day. Teachers and staff will be introduced to some of the resources that have been purchased to support one of the school goals – Numeracy. There will also be a guest speaker from the District who will be talking to teachers about building numeracy programs that are accessible to all

students. Thank you to the PAC for providing funds to help purchase some of these new resources.

- October 21st will be a province wide Pro D day.
- A reminder to parents that if you have concerns, teachers are there to listen and help address your concerns. For those students whose first language is not English, there are many supports at the school, both in the classroom and from interacting and playing with other students.
- Ms. Clark (Vice Principal)
 - Thank you to Flora for recruiting volunteers for the Terry Fox Run and thanks for Doris for taking the lead on organizing the parent volunteers tomorrow for the run.
 - The stop signs for the Terry Fox run have arrived. Thank you to the PAC for providing the funds to purchase these.

❖ *Parent Question:* What is the ratio of special needs children to EAs? *Answer: (Jeff)* There are not specific ratios and the funding for students with designations is not one to one. The District has funding to support these students and schools put in a request to the District to support their needs. This year Chaffey has 16 EAs and 42 students with designations, so students are often paired up with one EA. As students get older and gain more independence, they often require less support.

4. Treasurer's Report (Yukiko)

- Overall, the PAC had a very successful year with their fundraisers.

Highlights include:

- Direct Donations from parents raised \$1825. Thank you to parents for your generous support.
 - The Special Lunch program raised \$5289. Thank you to Ellen and Maggie for coordinating this program.
 - Creative Packs raised \$590.
 - Snack Sales raised \$2323
 - Neufeld Farms fundraiser raised \$572.
 - Thank you to all the parent volunteers who helped to run these fundraisers.
- See the attached Treasurer's Report.
 - Looking at last year's budget, items are paid for from the Gaming Grant (G) or from funds raised by the PAC (S). The Gaming Grant is a grant that comes from the government. An application needs to be submitted every year, and the PAC needs to have all executive positions filled in order to qualify. The Gaming Grant money can only be used for certain items, and it needs to be spent within 2 years.

- Mehreen and Queenie will start to work on a draft budget for this year. The teacher wish list is needed in order to complete the budget.

Action: Jeff to ask teachers for wish list items.

5. Parent Volunteers

- A letter was sent out last week to parents from the PAC executive. It included a link to a sign-up sheet for parents who are interested in volunteering. The PAC is always in need of volunteers to help run events, so please consider signing up.
- The PAC is looking for parents who are willing to take on the role of coordinating and organizing various events. If you are interested in being a program coordinator, please contact someone on the PAC executive.
- The PAC is also looking for volunteers with Food Safe Level 1 certification, who can help with various events including the Fruit & Veggie program, Special Lunch program and the Pancake Breakfast. Please contact someone on the PAC executive if you have your Food Safe Level 1 or if you are interested in taking the course.
- This year the PAC is asking for one parent from each division to volunteer as a Division Rep. These parents will act as a liaison between the PAC and the parents in their child's class and will help pass along information about upcoming PAC events and help recruit volunteers.
 - ❖ *Parent Suggestion:* Would it be possible to form sub-committees for different activities? Parents could form these committees with a group of friends, so that people feel more comfortable volunteering. It may also be a good idea of having a more structured way of introducing parents to other parent volunteers.
 - ❖ *Parent Question:* Is it possible for teachers to hand out forms to parents, asking if anyone would be interested in joining a parents WhatsApp group for that class? Then Division Reps can communicate to those parents through the WhatsApp group. *Answer: (Kim)* This may not be possible for the school/teachers to facilitate collecting contact information for a WhatsApp group due to privacy issues.
- The PAC is looking for a DPAC representative who can attend the monthly Distract PAC meetings. These meeting are held every 3rd Monday of the month at 7pm at Burnaby Central Secondary School. If you are interested, please contact someone on the PAC executive.

6. School Programs/Events – Review & Updates

- Fruit and Veggie program (Rosanne)
 - Throughout the year the school will be receiving 12 deliveries of a fruit and vegetable through the BC Agriculture in the Classroom program. This program used to be free to schools, however the funding model has

changed and now the school is paying for the program through the Feeding the Futures grant. Due to the cost, the school will not be receiving milk this year but will be receiving enough servings of a fruit or vegetable for each student.

- The first delivery is scheduled for tomorrow. Thank you to the parents who have signed up. Visit the PAC website to sign up for future Fruit and Veggie dates.
- Terry Fox Run (Rosanne)
 - The Terry Fox run is being held tomorrow. Thank you to all the parent volunteers who have signed up to help.
- Movie Night (Flora)
 - The first movie night is scheduled for October 18th and the movie will be Ghostbusters: Frozen Empire.
 - Pizza, drink and popcorn orders can be placed in advance on Munch-a-Lunch
- Art Gallery (Rosanne)
 - The student art gallery is located in the middle stairwell of the school and displays artwork from different divisions throughout the year. The artwork display is swapped out 6 to 7 times during the year.
 - A big thank you to Jana for volunteering to coordinate this program with Ms. MacKillop this year.
- Pancake Breakfast (Rosanne)
 - Has been tentatively scheduled for December 13th.
 - Rosanne has contacted the Burnaby Host Lions Club to see if they are available this year to cook the pancakes. Due to a lack of volunteers, the Lions Club is unsure if they will be able to provide this service this year. The Lions Club will confirm their decision after they meet on October 1st.
 - If anyone knows of another organization that would be able to help with cooking the pancakes, please let someone on the PAC executive know.

7. Fundraising Events – Review & Updates

- Halloween Costume Sale (Flora)
 - Donations will be collected starting on October 1st. Parent volunteers will be at the undercover area beside the gym before and after school to collect donations. The sale will be held the following, also at the undercover area beside the gym.
 - In addition to Halloween costumes, the PAC will also be accepting winter coats and snow pants. Sales will be by donation, with a suggested donation of \$5 to \$20.
 - Donated winter coats that are not sold will be given to the school for families in need.
- Snack Sale (Rosanne)
 - The first snack sale of the year is scheduled for Oct 8th. It will be held during the lunch recess and will be set up at the upper and lower undercover areas.

- The PAC will need about 15 volunteers to help run the sale, plus a few people who can come in early to help set up and fill the kindergarten orders. A volunteer sign-up sheet is set up on the PAC website.
- Neufeld Farms (Flora)
 - Dates have been booked. Orders can be placed between Nov 10 and Nov 23. Pick-up date is Dec 4th at 6pm.
 - ❖ *Parent question:* How do the Neufeld prices compare to the grocery store? It would be helpful to communicate this information when promoting the sale.

8. New Business

- A big thank you to Jenna for volunteering to help Flora with the PAC website and Instagram account.
- *Parent question:* Is it possible to bring back the milk program next year? *Answer: (Jeff)* The cost of the program would have been over \$7000 for the school year, which is too expensive for the school to fund.

9. Meeting adjourned at 7:50pm.

September 2024

Treasurer Report:

We are grateful that we had another lively school year of 2023-2024! The water fountain was installed, and the school jerseys were purchased. The Special Lunch Program was an enormous success again this year. PAC tried new fundraiser events such as Halloween costume Sale and Neufeld Farm Fundraising. Also, we used the MunchaLunch system for fundraising events such as Spirit Wear and Movie Night. We are looking forward to the exciting new school year 2024-2025! We welcome Queenie to the PAC executive team and as a Treasurer!

Revenue highlights:

1. Total Direct Donation was \$1,835. We gratefully appreciate the support from parents. Thank you so much!
2. Special Lunch was a big success with a profit of \$5,289.86. Thanks to the lunch coordinators, Ellen and Maggie, and parent volunteers for their time and contribution!
3. Halloween Costume Sale – Thanks to Flora for organizing this new fundraiser! The profit was \$217.
4. Creative Pack (2023-2024) – raised \$590. Thanks to Rosanne and head teacher for their cooperation.
5. School Wear (Spirit Wear) – We used a new vendor this year and the profit was \$267.31. We will run this fundraising every 2 years or so.
6. Snack Sales are always popular and a pleasure for the students! The total profit was \$2,323.39. Thank you, Rosanne, for leading the program and parent volunteers!
7. Neufeld Farms – Thanks to Flora for bringing another new fundraiser. The profit was \$572.50. Looking forward to seeing more parents who will be interested this year.
8. Movie Nights is back after the pandemic, and it went well. We raised \$747.41.
9. Emergency Kits Fundraiser – raised \$141.62.
10. Bottle Recycling Income was \$391.10. This is a wonderful opportunity to get involved in community green activities. Thanks to teachers and parent volunteers for their cooperation in collecting the empty bottles.

Bank Balances	Sept 1, 2023	Sept 1, 2024
Vancity PAC General	17,492.44	20,969.22
Vancity Gaming Account	7,000.68	14,494.61
Term Deposit	1,5000.00	1,0350.96
Balance	39,493.12	45,814.79
Net profit (gains)	5,446.98	
PAC Fund Account	905.19	
Balance at the end of the school year		45,814.79

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

Passed: Jan24, 2024
As of Aug 31, 2024

Ref	Description	Budget	Actual	Variance	Note
Revenues					
Sources:					
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	1,835.00		835.00
4	Special Lunch Program (MunchaLunch)	3,500.00	5,289.86		1,789.86
5	Snack Sales	1,000.00	2,323.39		1,323.39
6	Movie Night	400.00	747.71		347.71
7	School Wear Fundraiser	300.00	267.31		(32.69)
8	Bottle Recycling	300.00	390.10		90.10
9	Creative Pack - School Supplies	500.00	590.00		90.00
10	Neufeld Farms	300.00	572.50		272.50
11	Halloween Costume Sale	300.00	217.00		(83.00)
12	GrowingSmiles Plants Fundraiser	300.00	-		(300.00)
13	Read-a-Thon	-	-		-
14	Emergency Kits Fundraiser	120.00	141.62		21.62
15	Div.9 Financial Literacy Fair	2,000.00	-		(2,000.00)
16	Funds transfer from Gaming interest		14.24		14.24
Total Revenue		22,160.00	24,853.66		2,679.42
Expenditures					
Category					
15	Field Trips	6,750.00	G 4,014.47		(2,735.53)
16	Applied Skills Development	1,250.00	G -		(1,250.00)
17	Student Recognition(Prize for Lunch Monitors)	750.00	G 88.07		(661.93)
18	Student Recognition (250 Night Reading)	300.00	G 277.13		(22.87)
19	Student Recognition (Battle of the Book)	300.00	G 295.50		(4.50)
20	Student Clubs or Societies (eg drama, Chess club etc)	450.00	G 494.75		44.75
21	Sports Equipment	500.00	G -		(500.00)
22	Movie Night License	787.71	G 787.71		-
23	Graduation Ceremony	1,000.00	G 1,223.18		223.18
24	Sports Day	1,000.00	G 327.84		(672.16)
25	School Jerseys	2,850.00	G 2,412.90		(437.10)
26	School Library Support	850.00	S 860.37		10.37
27	Classroom Projectors/Doc Cameras	700.00	S -		(700.00)
28	Moscrop Alumni Awards	500.00	S 500.00		-
29	Water Fountain Replacement	2,900.00	S 2,818.17		(81.83)
30	Teacher Support	3,745.00	S 2,105.44		(1,639.56)
31	Classroom Library	2,700.00	S 1,396.00		(1,304.00)
32	School-wide math goal	2,000.00	S 177.04		(1,822.96)
33	Resource Team (Students' Learning Tools)	500.00	S 473.31		(26.69)
34	Principal's Discretionary Fund	250.00	P -		(250.00)
35	Parents Workshop (Digital Literacy)	500.00	P -		(500.00)
36	PAC Run Activities	500.00	P 470.23		(29.77)
37	PAC Operations (PAC Administration Expenses)	600.00	P 684.57		84.57
Total Expenditures		31,682.71	19,406.68		(12,276.03)
Projected Profit		(9,522.71)	5,446.98		(12,276.03)
Bank Balances @ Sept 1st					
			Current Bank Balance		
Vancity PAC General + PAC School	\$ 17,492.44	\$ 20,969.22	*	after \$3501.44 deducted	
Vancity Gaming Account	\$ 7,000.68	\$ 14,494.61		after field trip expenses deducted	
Term Deposit	\$ 15,000.00	\$ 10,350.96			
Sep. 2023 Balance	\$ 39,493.12	\$ 45,814.79			