

**Chaffey-Burke PAC Meeting Minutes**  
**October 23<sup>rd</sup>, 2024, 6:30PM, Chaffey-Burke Staff Room**

**Start time:** 6:30pm

**Location:** Chaffey-Burke Staff Room

**In attendance:** Kim Clark (Vice Principal), Olivera Žmukić (Librarian), Mehreen Chaudry (Chair), Flora Sze (Vice Chair), Queenie Pearson (Treasurer), Rosanne Wieringa (Secretary), Yukiko Otsuka, Doris Fung, Stanita Shivkar, Tina Lu

1. Approval of the agenda.

**Moved, Seconded, Motion carried.**

2. Approval of minutes of previous meeting held on September 25<sup>th</sup>, 2024.

**Moved, Seconded, Motion carried.**

3. Principal's Report (Kim for Jeff)

- Thank you to all of the parents who helped with the Snack Sale and Fruit & Veggie program this month. A big thank you to Flora for organizing the Halloween Costume Sale.
- Apologies for the last-minute cancellation of Movie Night.
- The x-country running season has finished and all the students did a great job. Thanks to Mrs. Nielsen and Ms. Harrison for coaching.
- Volleyball season has started. Thank you to Ms. Victo, Ms. Marchese and Mr. Maludzinski for coaching the boys team and to Ms. Conroy, Ms. Sanchez and Ms. Sumpter for coaching the girls team. The volleyball season will run until the end of November.
- Last week was Safety Drill week. It was very successful, and students did a great job following the procedures,
- Next Thursday is Halloween. There is a Halloween Costume Parade planned for the Primary grades and the Grade 7 leadership club will be setting up a Haunted House in the library.
- There are 2 student teachers from UBC at Chaffey. They are in Ms. Conroy's and Mrs. Nielsen's class.
- Friday is a Province wide Pro D Day.
- The district is providing Chaffey-Burke with the opportunity to participate in a Literacy Enhancement Project. This will involve targeted classroom support to help increase literacy skills. This program will go above and beyond the normal ELL support that is available for students.

4. Library Update (Ms. Žmukić)

- The Book Fair will be held from November 25<sup>th</sup> to 29<sup>th</sup>. Set up is scheduled for November 22<sup>nd</sup>. Parent volunteers are needed to help with the set-up, as well as during the Book Fair. Visit the PAC website to sign up to volunteer.
- Literacy Week will be held from January 27<sup>th</sup> to 31<sup>st</sup>.
- Read-a-thon
  - Scheduled to coincide with Literacy Week. Money will be collected starting the first week back to school in January until January 31<sup>st</sup>.
  - Money raised will go towards purchasing non-fiction resources for Primary grades, as well as restocking book sets for the book room.
  - Need to decide if this will be a school event or a PAC event. This will determine how pledges can be collected. If it is a PAC event, pledges can be collected via Munch-a-Lunch or as cash.
  - Ms. Žmukić would like to hold a celebration for the students at the end of the read-a-thon. It might be possible to use Gaming Grant money to support this event.

#### 5. Burnaby Parks and Recreation Presentation (Jessica Henderson)

- Jessica is the program coordinator for the south-west district of Burnaby and is based out of Bonsor.
- Looking for suggestions for programs that would be popular with students
  - ❖ *Suggestions included:* drama, art, badminton, basketball, cooking, babysitting
- The number of programs and dates/time offered will depend on the space available at the school.
- It is possible to run either an 8-week program per session or two 4-week sessions. Two shorter sessions are better because it provides more variety in programming and gives more students the opportunity to sign up.
- Chaffey-Burke often has waitlists for its programs. It is possible for Jessica to add additional sessions for programs that have waitlists, if she has staff available, so parents are encouraged to put their children on the waitlist if the program is full.
- Jessica will draft a proposal of dates and programs. She will plan both the Winter and Spring sessions but will check in before the Spring session to see if any changes need to be made.
- Burnaby Parks and Recreation also offers play/craft stations for school events. (2 hours, once a year) This might be a good option for the Read-a-Thon celebration. This is also offered for Kindergarten orientation.
- The Recreation Credit program for families has been changed to the FAIR Play program. **Action:** Information about the FAIR Play program can go on the PAC website and can be included in the next newsletter.

#### 6. Treasurer's Report (Queenie)

- 2024-2025 Gaming Grant was received. Total amount of the grant was \$12,580.00
- Over \$15,000 was added to the General Account from Special Lunch sales. This is not profit, as vendors still need to be paid.
- Queenie will reach out to parents who placed orders for the cancelled Movie Night and will be issuing a credit or refund.
- See attached Treasurer's Report for further details.

## 7. Action Items from Previous Meeting

### i. Teacher Wish List

- Received wish list from Jeff.
- If there are any other items to add, let Mehreen and Queenie know, as they will be working on the budget before the next meeting.
- The Gaming Grant can be used to support student clubs and student recognition.

## 8. School Programs/Events – Review & Updates

- Pancake Breakfast (Rosanne)
  - Burnaby Loughheed Lions Club is available to help with cooking the pancakes, so the Pancake Breakfast will go ahead as planned on Dec 13<sup>th</sup>.
  - The Lions Club has also offered to cook sausages, but it was decided to only serve pancakes, syrup and mandarin oranges.
- Movie Night
  - The October Movie Night was cancelled. The next Movie Night is scheduled for December 6<sup>th</sup>.
- Fire Safety Session
  - Flora has been in touch with a Captain from a local firehall about coming to the school to do a Fire Safety Session for students. There could be two presentations – one geared towards Primary grades and one for Intermediate students.
  - The school would need to provide them with options for dates. **Action:** Flora to provide Kim with the contact information for the firehall Captain.
- Fruit & Veggie Program
  - Pears will be distributed tomorrow.
  - We urgently need parents with Food Safe Level 1. **Action:** Rosanne will email parents who have signed up to help with the program and ask if anyone is willing to take the Food Safe course.
  - Need to ensure that we have up to date allergy information for some of the upcoming deliveries (dairy products and hard-boiled eggs). **Action:** Rosanne to contact Jeff about this.
- Art Gallery
  - A huge thank you to Jana for coordinating the Art Gallery with Ms. MacKillop this year. The first display was put up today and it looks great.

#### 9. Fundraising Events – Review & Updates

- Halloween Costume Sale (Flora)
  - Already discussed in Treasurer's Report
  - Didn't receive as many donations this year. Would it be possible to collect costumes earlier in the year? There is probably not enough room at the school to store donations.
- Snack Sale (Rosanne)
  - The first snack sale of the year was very successful. The next sale is scheduled for November 19<sup>th</sup>.
- Neufeld Farms (Flora)
  - Dates have been booked. Orders can be placed between Nov 10 and Nov 23. Pick-up date is Dec 4<sup>th</sup> at 6pm.

#### 10. New Business

- Suggestion to take pictures of some of the purchases made with PAC funds so that parents know what their fundraising dollars are going towards.
- Donation Letter should be sent out in early November. **Action:** Mehreen to update the letter and send it to Jeff to be sent out to parents.
- Kim suggested changing the field trip funding so that money is allocated per student and not per class. This would be a more equitable way of distributing the funds, since Intermediate classes have more students than Primary classes.

#### 11. Meeting adjourned at 8:18pm



## PAC Treasurer's Report October 23, 2024

### 1. Accounts

VANCITY	September 30, 2024	October 23, 2024
General Account	\$17,732.37	\$33,469.39
Gaming Account	\$14,277.45	\$26,857.45
Term Deposits	\$10,350.96	\$10,350.96
Balance	<b>\$42,360.78</b>	<b>\$70,677.80</b>
PAC - Funds	\$905.19	
PAC - Parent Donations	\$5,933.10	
Balance	<b>\$6,838.29</b>	

### 2. We've

received the 2024 - 2025 Gaming Grant = \$12,580.00

### 3. October 8th Snack Sale Profit = \$882.37

#### Expenses paid for snack sale:

- Reimbursement to Rosanne (various receipts) \$253.38
- Reimbursement to Flora (Costco) \$149.99

### 4. October 8th - 10th Halloween Costume Sale Profit = \$295.00

### 5. October 18th Movie Night Cancellation credit for families who placed orders via Munchalunch = \$366.50

Orders placed	\$366.50
Cost	\$162.85
Lost profit	\$203.65

### 6. Bottle refund balance as of October 8, 2024 = \$431.84