

Chaffey-Burke PAC Meeting Minutes
February 19th 2025, 6:30PM, Chaffey-Burke Staff Room

Start time: 6:30pm

Location: Chaffey-Burke Staff Room

In attendance: Jeff Hutton (Principal), Sarah Johnson (Vice Principal), Mehreen Chaudry (Chair), Flora Sze (Vice Chair), Queenie Pearson (Treasurer), Rosanne Wieringa (Secretary), Teresa Davies

1. Approval of the agenda.

Moved, Seconded, Motion carried.

2. Approval of minutes of previous meeting held on January 22nd, 2025.

Moved, Seconded, Motion carried.

3. Principal's Report (Jeff)

- Moving forward with purchasing many of the items on the wish list, including a new stove and cooking supplies. Thank you to the PAC for your support.
- Many field trips have been planned, and more requests are coming in. Many teachers are using public transportation which will help with the cost of transportation.
- Basketball season is wrapping up. The play days are being held this week, and the competitive tournament will be next week. Thank you to the coaches for volunteering their time.
- Report cards will be coming out on March 12th and can be accessed through the parent portal.
- Literacy Week was very successful. Many doors are still decorated with a book theme and the school wide bingo was very popular.
- School Goals – In addition to the community building and math goals, the school will be adding in a literacy goal. A Literacy Enhancement team from the District will be supporting the school with student assessments and teacher info sessions.
- Summer School Registration starts in April. Summer classes will not be held at Chaffey this year but will be moved to Cascade Heights. The number of spots available will remain the same.

4. Treasurer's Report (Queenie)

- See attached Treasurer's Report for details.
- Highlights include:
 - Snack Sale profit was \$517.35
 - February Movie night profit was \$73.41
 - Bottle refund balance is \$449.20

5. Action Items from Previous Meeting

- i. Rosanne to look into possible lectures/workshops for parents.
 - There are many options listed on the BCTF website. **Action:** Rosanne to come up with a few options and email the BCTF contact about availability/scheduling.
- ii. Rosanne to contact Linda re: Fruit & Veggie program and Food Safe course
 - Linda has signed up to take the course. A big thank you to Linda for offering to take the course.
 - We will not have a Food Safe volunteer for the upcoming Fruit and Veggie Day. Jeff will check with staff and will arrange to have someone with Food Safe Level 1 present.
- iii. Flora to set up Growing Smiles plant fundraiser.
 - Fundraiser has been set up online and Flora has printed off order forms.
 - Flora will set up a table to promote the sale.
 - Payments can be made online with a credit card or by cash/etransfer to the PAC
 - Delivery is scheduled for May 5th.
 - **Action:** Flora to write a letter to be sent out to parents.

6. School Programs/Events – Review & Updates

- Movie Night (Flora)
 - Next Movie Night is scheduled for April 11th. Movie will be Kung Fu Panda IV
 - June movie night has been rescheduled to June 5th.
- Fruit & Veggie (Rosanne)
 - Already discussed above
- Teacher/Staff Appreciation Lunch
 - Teresa has offered to take the lead on organizing this event.
 - Last year's announcement and request for donations will be sent out with new dates.

7. Fundraising Events – Review & Updates

- Snack Sale
 - Next snack sale is scheduled for March 11th.
 - Volunteers have been arranged to help fill the Kindergarten orders.
 - Doris and Queenie will be taking the lead on organizing the noon hour sale.
 - Will need to restock some of the items.
 - There is a coin counter in the office that can be used to count the money collected.

- Creative Packs/School Start
 - Creative Packs informed the school that they are retiring and will be closing down their operations this Spring.
 - Rosanne has reached out to another company, School Starts. They have sent a quote and a sample pack.
 - **Action:** Rosanne to compare pricing before deciding on how much to add for the fundraiser.
- Growing Smiles Fundraiser
 - Already discussed above.

8. Meeting adjourned at 7:40 pm



PAC Treasurer's Report February 19, 2025

1. Accounts

VANCITY	Jan 31, 2025
General Account	\$36,907.55
Gaming Account	\$25,501.09
Gaming Term Deposits	\$10,350.96
Balance	\$72,759.60
PAC - Funds	\$905.19
PAC - Parent Donations	\$2,778.16
Balance	\$3,683.35

GENERAL ACCOUNT		
BALANCE	\$40,820.64	As of December 31, 2024
JAN DEPOSITS	\$314.83	Munchalunch sales
JAN WITHDRAWALS	-\$1,230.00	Donation collected for family affected by Jersey St. fire
JAN WITHDRAWALS	-\$2,555.62	Munchalunch (hot lunch, refunds, drinks purchased)
JAN WITHDRAWALS	-\$442.30	Library support, Ms. Clark's retirement gift, movie night supplies
	\$36,907.55	Balance on January 31, 2025
GAMING ACCOUNT		
BALANCE	\$26,052.59	As of December 31, 2024
JAN WITHDRAWALS	-\$207.84	School Presentations (Purchased books for author visit)
JAN WITHDRAWALS	-\$237.28	Student Recognition (Literacy week)
JAN WITHDRAWALS	-\$106.38	Safety Supplies (Stop/Slow signs)
	\$25,501.09	Balance on January 31, 2025

2. February 4th Snack Sale Profit = \$517.35

3. February 7th Movie Night Profit = \$73.41

4. Bottle refund balance as of February 18, 2025 = \$449.20