

Chaffey-Burke PAC Meeting Minutes
April 16, 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), Giovanna Malito (Head Teacher), Mehreen Chaudry (Chair), Flora Sze (Vice Chair), Rosanne Wieringa (Secretary), Jana Vyskovska, Stanita Shivkar, Solange Katunoff, Linda Lim

1. Approval of the agenda.

- Add discussion of the AGM in May.

Moved, Seconded, Motion carried.

2. Approval of minutes of previous meeting held on February 19, 2025.

Moved, Seconded, Motion carried.

3. Principal's Report (Jeff)

- Ms. Sumpter and Ms. Victo are now on maternity leave. 2 new teachers have been hired to cover their classes.
- Track has just started for students in Grades 4 – 7. There are 5 coaches this year and 60 – 70 students are involved. The first meet will be tomorrow, and the final meet will be held at Swangard Stadium on May 2nd.
- Student Led Conferences will be held next Wednesday. This is a chance for students to show off their work. This year they will all be held on one day, not two. This will eliminate the need for 2 early dismissals in one week, which can be inconvenient for parents.
- The Intermediate Choir Festival was held today at Marlborough. The choir is led by Mr. Spence and Ms. Seminara. The choir performed on their own for the other schools and then all of the choirs joined together to sing one song all together.
- Many field trips requests are coming in. Thank you to the PAC for providing funds to support these field trips. Buses are very expensive, so many classes are opting to take transit.
- Gr 7 class will be going to the Cultus water park, Wild Play in Maple Ridge, followed by a sleepover at the school. The leaving ceremony will be on Monday, June 23rd. There are 84 students graduating this year.
- The student population is down slightly from September. There are currently 640 students. Next year about 65 Kindergarten students will be starting and there are currently 612 students registered for next September. More registrations are expected over the summer.

- The District is projecting that the school will be at capacity by 2029. There is a plan to add portables, but only if needed. The province will only fund capital projects, so the cost of portables comes out of the District's operating budget.
- Jeff will be sending out an email in May about student placement requests for the next school year. Parents cannot request specific teachers, but requests can include factors such as learning style, friends, personality, etc. There is no guarantee that all requests can be accommodated. Classes will not be finalized until September, after school starts.
- Volunteer Tea is being held on April 25th in the library. If you have volunteered this year and have not received an invitation, you are still welcome to attend.

4. Treasurer's Report (Mehreen for Queenie)

- See attached Treasurer's Report for details.
- Highlights include:
 - Snack Sale profit was \$656.56
 - Bottle refund balance is \$460.20
- *Question (Ms. Johnson):* Is it possible for the PAC to cover the cost of buying ice cream for the Lunch Monitors at the end of the year. *Answer (Mehreen):* Yes. This is already included in the budget.

5. Action Items from Previous Meeting

- Rosanne to contact BCTF about possible parent presentations.
 - Rosanne has emailed the BCTF. The person coordinating these presentations has changed and Rosanne is waiting to hear back from the new coordinator.
 - Flora to write a letter to parents re: Growing Smiles fundraiser
 - Letter has been emailed out to parents. A reminder email will be sent out before the order deadline, on April 20th.
 - Orders are currently at \$2070
 - Rosanne to compare pricing of Creative Packs vs School Starts
 - Rosanne has been in touch with another school supply company, Teacher File, that was recommended by Creative Packs. They have sent a quote, and the cost of the school supply kits is significantly less than Schools Starts and Creative Packs. They are a local company and are able to deliver to the school at no additional cost. They have sent a sample pack of some of the products they include in their kits.
- *Question:* Is it possible to move more items from the required to optional list, so that parents do not have to buy items that already have a home?

- **Action:** Rosanne will contact Teacher File to ask about moving items to the optional list. Ms. Malito will look at the lists and items sent by Teacher File.

6. School Programs/Events – Review & Updates

- Teacher/Staff Appreciation Lunch (Rosanne)
 - Will be held on May 21st. Teresa is taking the lead on organizing this event.
 - So far \$1300 had been collected in donations. Another reminder will be sent out after the Easter long weekend re: parent donations.
 - Plants have been ordered for teacher gifts through Growing Smiles.
- Movie Night (Flora)
 - Next movie night is scheduled for June 5th. This is a Thursday night, as Friday, June 6th is a Pro D day.
- Fruit and Veggie Program
 - A big thank you to Linda for taking the Food Safe Level 1 course.
 - There are two more deliveries scheduled for this year.
 - The school will not be participating in this program next year.

7. Fundraising Events – Review & Updates

- Snack Sale
 - PAC is waiting to hear from the Gr 7 parent committee about plans for holding a snack sale to fundraise for the leaving ceremony.
Action: If they decide not to hold a snack sale, PAC will look at dates and hold one more before the end of the year.
- Growing Smiles Fundraiser
 - Already discussed above.
- School Supplies Fundraiser
 - Already discussed above.

8. AGM

- Will be held on May 21st.
- **Action:** Email to be sent out to parents with information about PAC and the various executive roles. Should include a request for nominations for the executive positions.

9. New Business

- Jeff informed parents that the District is presenting the budget proposal for the 2025/26 year at a meeting this evening. With increased costs and no increase in funding, there will most likely be cuts to existing programs and services. Parents can check the district website for more information.

10. Meeting adjourned at 7:35 pm.



PAC Treasurer's Report April 16, 2025

1. Accounts

VANCITY	Mar 31, 2025
General Account	\$32,316.20
Gaming Account	\$24,437.89
Gaming Term Deposits	\$10,350.96
Balance	\$67,105.05
PAC - Funds	\$905.19
PAC - Parent Donations	\$2,778.16
Balance	\$3,683.35

GENERAL ACCOUNT		
BALANCE	\$33,236.54	As of February 28, 2025
MAR DEPOSITS	\$1,333.09	Mobile deposit, cash deposits: hot lunch & March 11 snack sale
MAR WITHDRAWALS	-\$1,823.00	Munchalunch (hot lunches and refund)
MAR WITHDRAWALS	-\$430.43	Snack sale supplies, school library support
	\$32,316.20	Balance on March 31, 2025
GAMING ACCOUNT		
BALANCE	\$25,501.09	As of February 28, 2025
MAR WITHDRAWALS	-\$289.61	Student Recognition (Nights of Reading)
MAR WITHDRAWALS	-\$773.59	Student Competition (Battle of the Books)
	\$24,437.89	Balance on March 31, 2025

- March 11th Snack Sale Profit = \$656.56
- Bottle refund balance as of April 14, 2025 = \$460.20