

## Chaffey-Burke PAC Meeting Minutes August 28, 2018

**Start time:** 9:20am

**Location:** Staff Room

**In attendance:** Mr. Claudio Bortolussi (Principal), Ms. Kim Clark (Vice-Principal), Ms. Carlene Montgomery (Head Teacher), Eugene Lin (Chair), Irene Yung (Treasurer), Di Li (Secretary)

**Regrets:** Cindy Pan (Vice-Chair)

We extend a warm welcome to our new Vice Principal, Ms. Kim Clark!

### 1. Principal's updates – Claudio Bortolussi

- a. Lots of construction and fixing-up were done during the summer break. New portable has been installed, drain pipes are in. However, it may not fix the drainage issue at this time.
- b. School is ready for all slots registration. So far, there is about 15-20 new registrations. At the end of last year, we had no room for certain grades and had to redirect kids to other school. For the last five years, based on the data collected, there is about 30% turnover rate in average for this school.
- c. School supply – Creative Packs: According to Jetty, the school supply will be coming the week of August 27, 2018  
**Action: Irene** to help sorting the packs out on September 4, 2018. Carlene offers help from Grade 7 students.
- d. Wish list  
**Action: Claudio** to discuss this with staff during the first week of school and present a 'wish list' at the next PAC meeting.
- e. PAC Fundraising. Last year, we sent out the donation letter, creative packs, etc. The challenge is the parents' participation, because of the language, time, etc.
- f. Settlement Workers did excellent job last year. Claudio suggests PAC to work with Settlement workers to help parents to integrate into the school community.

### 2. Head teacher's updates – Carlene Montgomery

- a. School will use the money left from Teacher's Appreciation Event to buy a microwave, as requested in May last year.
- b. Carlene believes Jetty did preliminary budget at the end of last school year.  
**Action: Irene** to check with Jetty for the financial report from last year.
- c. **Community picnic.** Annual event will be held on **September 7, 2018** (first Friday): Grade 7 will do games, activities. Parent volunteers set up and distribute the snacks. Early lunch before the picnic, last year PAC set up a separate table for the kids with allergies. If rains, stay inside, food distribution will be easy, straight from Kitchen, and parents have chance to connect with teachers and other parents.  
**Action: Claudio** to send out a notice of the event to the families.  
**Action: Irene** to arrange volunteers to help.

### 3. Vice-Principal's updates – Kim Clark

Kim asked for the information regarding to the funding for field trips. Mr. Bortolussi said that PAC budget is to give \$400 each class, \$100 for teacher's consumables, \$100 for class library books, and \$200 for field trips. Also resource teachers get \$200 for consumables and books.

**4. Treasurer's report – Irene Yung**

- Gaming Grant has been submitted. Mr. Bortolussi suggests the fund should be coming before September 30, 2018. The fund is based on the number of June 2018 (probably 560).
- PAC Fundraising. Last year, PAC did creative packs, Christmas Purdy's chocolate, photo night, etc. Suggests to have fundraising for a specific goal, for example, playground, apparatus, school has no enough play place for 500+ kids. District will somewhat support, to help the installation.  
Action: Irene to check with Monica for the letter to parents
- Movie license expires in April 2019  
Action: Eugene to arrange movie night(s) in fall

**5. PAC meeting dates for 2018/2019**

Due to the fact that the evening meetings in last school year were not well-attended, this year, monthly meetings will be held on the 3rd Thursday morning of each month at 9:15am, detailed schedule is as below. No meetings in December and March.

<b>PAC Meeting Date</b>	<b>Time</b>	<b>Notes</b>
Sept. 20, 2018	9:15am	
Oct. 18, 2018	9:15am	
Nov. 15, 2018	9:15am	(No meeting in Dec.)
Jan. 17, 2019	9:15am	
Feb. 21, 2019	9:15am	(no meeting in March)
Apr. 18, 2019	9:15am	
May 16, 2019	9:15am	Annual General Meeting
Jun 20, 2019	9:15am	

6. Meeting adjourned: 9:52am. The next meeting will be on **Thursday September 20, 2018 at 9:15am** in the Staff Room.