

**Chaffey-Burke PAC Meeting Minutes**  
**September 21, 2023 6:30PM, Chaffey-Burke Staff Room/Online (Zoom)**

Start time: 6:30pm

Location: Chaffey-Burke Staff Room/Online Zoom meeting

In attendance: Jeff Hutton (Principal), Kim Clark (Vice Principal), Liz Schulze (Head Teacher), Mehreen Chaudry (Chair), Flora Sze (Vice Chair), Rosanne Wieringa (Secretary), Jana Vyskovska, Muznah Umar, Samira Saeedi, Sarah Alvarado, Heather, Nancy Zhang, Rick Xu, Nishikant Pradhan, Anna, t, Sonia Macias, Su, Yurika, Ethan, Mobin

Regrets: Yukiko Otsuka (Treasurer)

1. Approval of the agenda.

**Moved, seconded, motion carried.**

2. Approval of minutes of previous meeting held on May 18, 2023

**Moved, seconded, motion carried.**

3. PAC Chair Update (Mehreen)

- Mehreen introduced the members of the PAC executive
  - Mehreen Chaudry (Chair) – this is Mehreen’s 3<sup>rd</sup> year as Chair. She has two sons at Chaffey; one in Gr 7 and one in Gr 5.
  - Flora Sze (Vice Chair) – this is Flora’s 1<sup>st</sup> year on the PAC Executive. She has a son in Grade 5. Flora has put in a lot of work into updating the PAC website.
  - Yukiko Otsuka (Treasurer) – this is Yukiko’s 4<sup>th</sup> year as the PAC Treasurer. She has a son in Gr 6.
  - Rosanne Wieringa (Secretary) – this is Rosanne’s 2<sup>nd</sup> year as Secretary. She has two daughters at Chaffey-Burke; one in Gr 5 and one in Gr 2.

4. Principal’s Report (Jeff)

- It has been a busy start to the year. Many staff left last year, so there are a lot of new staff at Chaffey-Burke. This includes 10 new EAs, new classroom teachers, as well as a new Head Teacher, Ms. Schulze.
- There have been some issues with filling positions. Staffing shortages have been a problem throughout the district and the province, not just at Chaffey-Burke. Someone was just hired to teach Division 10 (Gr 1/2). The school is still looking to hire a teacher for Division 10 (Grade 4/5), which is currently being covered by a TOC.
- NIS/prep time for teachers will now be covered by a mix of gym and music classes. This year, students will be receiving 70-80 minutes of music and 40-50 minutes of gym per week.
- The family picnic was held today. It was a big success.
- Next week will be another busy week:

- The Terry Fox run will be held on Thursday. Last year the school raised over \$8000 and hopes to raise more this year. Kristen Fox, Terry Fox's niece, will be coming to the school for the run.
  - Friday is Orange Shirt Day. There will be an assembly for the students. Unfortunately, because of issues with the capacity of the gym, parents will not be able to attend.
  - A reminder that there will be no school on October 2<sup>nd</sup> because of the National Day for Truth and Reconciliation
- Ms Clark (Vice Principal):
    - A big thank you to all of the new parents who are at tonight's meeting.
    - For tomorrow's Pro D day, teachers will be attending a lecture about Trauma Informed practices as well as a Digital Literacy and Citizenship workshop.
    - The cross-country team has started their season. Lots of students have signed up, included 30 grade 4 students. Thanks to Mrs Nielsen and Ms Nielsen for coaching the team this year.
  - Ms Schulze (Head Teacher):
    - Excited to be at Chaffey-Burke. Thanks to everyone for the warm welcome to the school community.
    - Previously Ms. Schulze was at Sperling Elementary and prior to full time teaching, she was a media educator.
  - *Parent question:* Is there a new Preschool at Chaffey-Burke? *Answer (Jeff):* Yes, there is a new district run preschool at the school. It is located in the Strong Start room and runs from Monday to Friday, 1pm – 3pm for children ages 2 to 4. There are currently 12 children enrolled and there is room for 8 more. Children from anywhere in the district can enroll. Currently, Chaffey-Burke is the only school in the district with a preschool.

#### 5. Treasurer's Report (Mehreen)

- Yukiko was unable to attend the meeting, so Mehreen presented the Treasurer's report. See the attached report below.
- *Question:* Will the Emergency Kit fundraiser be held again? *Answer:* The PAC executive has already discussed running this fundraiser again and decided that it should coincide with the emergency drills week and ShakeOut BC, which is on October 19<sup>th</sup>. **Action:** Executive to ask Yukiko if it is possible to set this up for mid-October.

#### 6. School program/events – Review & Updates

- Terry Fox Run

- Derek will be working with Ms Clark to help coordinate the parent volunteers. The parents will be helping at all intersections and road crossings, to ensure that students have a safe and fun run.
- Special Lunch program (Mehreen)
  - Ellen was unable to attend the meeting, so Mehreen provided the update.
  - Special lunch will be held on the first two Fridays of each month. Ellen is still putting together the menu and will then set up the online ordering on Munch-a-Lunch.
  - The ordering will be opened up twice. Once at the beginning of the year and again part way through the school year.
- Fruit and Milk Program (Rosanne)
  - The school has signed up for the Fruit and Milk program again this year. This program is run by the BC Agriculture in the Classroom (BCAITC) organization and they provide a serving of a fruit or vegetable and milk for students 12 times throughout the school year.
  - This year the funding has changed and the BCAITC is only able to provide enough servings for 75% of the student population. The PAC will come up with a distribution schedule to rotate through all of the divisions throughout the school year.
  - The first delivery will be arriving next Tuesday and a group of parent volunteers will be distributing the fruit/veggie and milk on Wednesday. Sign up sheets for upcoming distribution dates will be posted on the PAC website.
  - The PAC is required to have at least one volunteer who has Food Safe Level 1 to be present for the distribution day. If there are parents who have Food Safe Level 1 and are interested in helping with the Fruit and Milk program, please contact someone on the PAC executive. The PAC would also be willing to pay for the course fee, if there is a parent volunteer who is able to help with the program and is interested in getting their Food Safe Level 1 certification
- Pancake Breakfast (Rosanne)
  - Rosanne has contacted the Burnaby Lions Club and confirmed that the Pancake Breakfast will be held on Thursday, Dec 14<sup>th</sup>.
  - Last year's set up worked well, although it did require a lot of parent volunteers. **Action:** Rosanne to review the set up with Jeff.
- Movie Night (Flora)
  - Hoping to bring back movie night for the first time since Covid.
  - Flora is currently looking into the licensing fees.
  - The first Movie Night is tentatively scheduled for November 17<sup>th</sup>, in the gym. The PAC is hoping to hold at least 3 movie nights this year.
  - Flora is also looking into the possibility of running a Silent Auction at the same time.
- Art Gallery (Rosanne)
  - Ms MacKilllop has offered to be the teacher contact again this year and will coordinate the collection of the student artwork. **Action:** Rosanne will

contact Ms MacKillop and coordinate dates to change out the Art Gallery display.

## 7. Fundraising Events – Review and Updates

- Halloween Costume Sale (Flora)
  - An email with details about the Halloween Costume Sale was sent out to parents today.
  - Costumes will be collected next week, before and after school. Please follow the guidelines outlined in the email.
  - The sale will take place from Oct 3<sup>rd</sup> to 5<sup>th</sup> from 3pm – 4:30pm at the undercover area beside the gym.
- Mabels Labels (Flora)
  - Flora has set up this fundraiser online. More information about this fundraiser is available on the PAC website.
  - These are labels that can be put on water bottles, lunch containers, clothes, etc.
- Return-it Fundraiser (Flora)
  - The PAC has set up a Return-It Express group account. Parents are encourage to bring used beverage containers to any Return-It depot and donate the refund to the Chaffey-Burke PAC. To donate the refund to the PAC account, just enter the school phone number at the kiosk – 6042969008.
- *Parent question:* Are there dedicated recycling bins in the school? Would it be possible to bring these collected containers to the Return-It depot and donate the refund to the PAC account? *Answer:* (Jeff). There are no recycling bins for containers/bottles at the school. The custodial staff are not responsible for dealing with container recycling and it is too difficult to arrange for parent volunteers to collect and store the bags of containers/bottles. The school is encouraging a “bring it in, take it out” policy for student garbage and recycling. It might be possible to have parent volunteers collect beverage containers on Special Lunch days and bring the bags to the Return-It depot on the same day. **Action:** Talk to Ellen about the possibility of arranging parent volunteers to do this. It was also suggested that Ellen ask Special Lunch vendors if they are able to provide less wasteful packaging.
- Snack Sales (Rosanne)
  - No dates have been set yet for snack sales, but we hope to hold the first one in October. **Action:** Rosanne to check with Jeff and Kim about possible dates.
  - Once a date has been set, a volunteer sign-up sheet will be posted on the PAC website.
  - If there are any parents interested in helping with organizing the snack sale, please contact Rosanne at [secertary@chaffeyburke.com](mailto:secertary@chaffeyburke.com)
- Discussion about possible future fundraisers.
  - Christmas Cards – needs to be presented to staff well in advance and teachers will have to agree to participate, as this is something that they will have to work on with students during class time.

- The PAC is still looking into other fundraising ideas. These will be brought to future meetings for further discussion.

#### 8. Other Business

- Some parents expressed concerns about the SOGI (sexual orientation and gender identity) curriculum in schools and many felt that better communication from the school and the district would be helpful, so that parents have a better understanding of what is being taught in the classroom. It was suggested that an information session on this topic would be beneficial for parents.

#### 9. Meeting adjourned at 8:03pm.



