

Chaffey-Burke PAC Meeting Minutes
November 20th, 2024, 6:30PM, Chaffey-Burke Staff Room

Start time: 6:30pm

Location: Chaffey-Burke Staff Room

In attendance: Kim Clark (Vice Principal), Giovanna Malito (Head Teacher), Flora Sze (Vice Chair), Queenie Pearson (Treasurer), Rosanne Wieringa (Secretary), Yukiko Otsuka, Doris Fung, Stanita Shivkar, Kevin Lau, Ken Chai, Anand Han, Teresa Davis

1. Approval of the agenda.

Moved, Seconded, Motion carried.

2. Approval of minutes of previous meeting held on October 23rd, 2024.

Moved, Seconded, Motion carried.

3. Principal's Report (Ms. Clark and Ms. Malito for Mr. Hutton)

- The student population at Chaffey-Burke has grown to 667 students.
- Student Absence
 - With so many students, there are a lot of student absences that the office has to track every day. Parents are reminded to call the Absence Phone Line if a student will be absent from school.
 - A new email system will be implemented soon in which parents will receive an email instead of a phone call if their child is absent and this absence has not been reported. Parents will be receiving more information about this in the coming weeks.
- Extreme Weather Policy – a notice regarding the Extreme Weather Policy is posted on the school website. **Action:** Notice to be posted on the PAC website as well.
- Friday, October 25th is a Pro-D Day. The morning session will include community building activities, numeracy games and strategies and planning sessions for Numeracy week in grade groups. In the afternoon, there will be a presentation by the district Literacy Enhancement Teacher.
- Numeracy Week will be held from November 25th to November 29th. The week will end with a school wide assembly.
- The first Young People's Concert is coming up on November 29th. All Intermediate grades will be attending this concert at Michael J. Fox theatre.
- Volleyball - season is coming to an end. The boys and girls recreational play days are being held this week, and the competitive teams will play in a tournament next week.
- Field Trips – there have been a lot of field trips already this year, including trips to Science World, Robson Square for skating, the VSO and the Bill Reid Museum.
- Grade 6 Immunizations will be taking place on Dec 2nd.

- Pajama Day is scheduled for Dec 13th, to coincide with the Pancake Breakfast
- Grade 7 Band Concert will be held on Dec 17th at 7pm in the gym.
- Reports Cards will be available on Dec 20th. They will be posted online and will most likely be available through a Parent Portal. More information about how to access reports cards through the parent portal will be emailed to parents.
- Basketball will start in January.
- The second Young People's Concert will be held on January 17th.
- Ms. Clark provided an updated on the Chaffey family that lost their home in the apartment fire on November 19th.
 - The family has a temporary place to live but lost all of their belongings. Ms Clark provided a list of some of their immediate needs.
 - After discussing many options, the PAC decided to set up a fundraiser through Munch-a-Lunch. It was felt that raising money would be more effective way to help the family than gathering donations of clothes, furniture, etc. As well, the fees charged by Munch-a-Lunch are similar or less than those charged by other platforms.
 - In the interim, Ms. Clark has agreed to purchasing a \$500 gift card to SuperStore so that the family can address some of their immediate needs. Once the fundraiser closes, Ms. Clark will be reimbursed by the PAC and the remainder of the donations collected will be given to the family.

Action: Rosanne and Yukiko to set up the fundraiser on Munch-a-Lunch as soon as possible. Once set up, Rosanne will draft an email that can be sent out to parents with information about the fundraiser.

4. Treasurer's Report (Queenie)

- See attached Treasurer's Report for details.
- Highlights include:
 - Creative Packs fundraiser cheque was received. \$605 was raised.
 - Bottle Refund fundraiser has raised \$436.
 - November Snack Sale raised about \$851.

5. 2024/25 PAC Budget Update (Queenie)

- Queenie and Mehreen have been working on the PAC budget for the 2024/25 school year. The budget will be finalized for the January PAC meeting.
- Highlights include:
 - Hoping to bring in about \$31,000 for revenue, but a few line items are still missing
 - Expenses
 - The biggest line item is for field trips. Have decided to fund field trips per student, not per class @ \$12/student. This will come from the Gaming Grant
 - Teacher Support – need to update the staff numbers
 - School wide Math and Literacy Goal – need information from Jeff about how much was spent last year

- Wish List items – most will be covered
- ❖ Question (*Ms. Cark*): Mini-basketball nets for PE were included in the budget last year but were not purchased. Are they included in this year's budget? Answer (*Queenie*): It was not on this year's wish list and is not included in this budget proposal. **Action:** Yukiko to forward the information/cost of the mini-basketball nets to Queenie.

6. Action Items from Previous Meeting

- Fire Safety Session (Flora)
 - Flora has sent contact information to the school.
 - The school has not contacted the Fire Department. Unlikely that it will be possible to organize this for this year.
- Food Safe Certified Volunteer for Fruit & Veggie program (Rosanne)
 - Still have not been able to find a parent with Food Safe Level 1 who is able to help with the Fruit and Veggie distribution. The remaining distribution dates in 2024 are covered, but there is nobody to fill this position starting in the new year. Having a volunteer with Food Safe Level 1 is a requirement of the program. **Action:** Kim will look into whether or not it is possible to have an EA with Food Safe oversee the washing/preparation of the fruit and veggies. This would be about a 30–45-minute commitment, depending on the item.
 - Flora suggested changing the washing/preparation to before school, to accommodate any parents that might have Food Safe Level 1.
- Allergy Information for Fruit & Veggie Program (Rosanne)
 - Rosanne talked with Jeff about the list of food allergies at the school and eggs are on the list.
 - Rosanne contacted BCAITC about the upcoming hard-boiled egg delivery scheduled for March. This item has been cancelled and has been replaced with mini cucumbers.
- Donation Letter
 - Mehreen to talk to Jeff and Kim re: wording and timing of sending out the letter.

7. School Programs/Events – Review & Updates

- Movie Night (Flora)
 - Scheduled for Dec 6th. Movie will be Inside Out 2.
 - More volunteers are needed. Visit the PAC website to sign up.
 - Pizza will be available to preorder on Munch-a-Lunch. Popcorn, drinks and other snacks will be sold at the concession.
- Pancake Breakfast (Rosanne)
 - Burnaby Lougheed Lions Club will be cooking the pancakes

- A small subcommittee has been formed to help organize this event. Thanks to Jana, Doris, Nazha and Elayne for volunteering to be on this committee.
- Still need more volunteers for the day of the event. Visit the PAC website to sign up.
- SaveOn has offered to donate candy canes for all students at the school.
- Flora has put in a request with StarBucks for coffee and hot chocolate
- Fruit & Veggie (Rosanne)
 - Already discussed above.

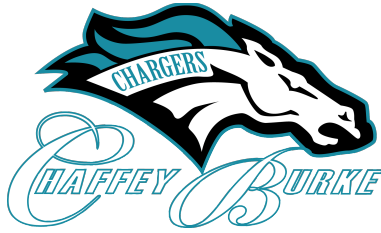
8. Fundraising Events – Review & Updates

- Bottle Refund
 - Funds to be transferred to the PAC account.
- Snack Sale
 - Snack sale was very successful, but garbage continues to be a problem.
 - Might be possible to have garbage bins and recycling bins put out on snack sale days.
 - Educating students about littering is also important.
- Neufeld Farms
 - Order deadline is November 25th.
 - Currently have over \$700 in sales. If we get \$1500 in orders, the delivery fee will be waived.

9. New Business

- Km announced her retirement at the end of December. She expressed her thanks to the staff, parents and students at Chaffey-Burke.

10. Meeting adjourned at 8:01 pm



PAC Treasurer's Report November 20, 2024

1. Accounts

| VANCITY | October 31, 2024 |
|------------------------|-------------------------|
| General Account | \$38,125.80 |
| Gaming Account | \$26,857.45 |
| Gaming Term Deposits | \$10,350.96 |
| Balance | \$75,334.21 |
| | |
| PAC - Funds | \$905.19 |
| PAC - Parent Donations | \$2,546.16 |
| Balance | \$3,451.35 |

| GENERAL ACCOUNT EXPENSES | | |
|--|--------------------|--|
| BALANCE | \$17,732.37 | As of September 30, 2024 |
| CASH DEPOSITS | \$1,442.00 | Oct 8 Snack sale + Halloween Costume Sale + eTransfer tests |
| LUNCH SALES | \$19,775.73 | Munchalunch - Special lunch program |
| CASHED CHEQUES | -\$824.30 | Munchalunch annual fee, snack sale expenses, cheques reorder |
| | \$38,125.80 | Balance as of October 31, 2024 |
| PAC - PARENT DONATIONS EXPENSES | | |
| BALANCE | \$5,933.10 | As of September 30, 2024 |
| EXPENSES | -\$3,906.94 | PAC Allocations (Teacher Support - Consumables) |
| DONATIONS | \$520.00 | Donations for September 2024 |
| | \$2,546.16 | Balance as of October 31, 2024 |

- 121 Creative Packs were sold for this school year which made a profit of \$605.00 (the cheque was deposited on November 19, 2024 and is not reflected in the above balance yet)
- Bottle refund balance as of November 2, 2024 = \$436.62

4. November 19th Snack Sale Profit = \$851.68