

Clinton Elementary School Parent Advisory Council

5858 Clinton Street Burnaby B.C. V5J 2M3
clintonpac.sd41@gmail.com



2023-24 PAC Meeting

Friday, October 6, 2023 at 9:05am in the Library

MINUTES

1. Call to Order

- 9:05am.
- 28 attendees.

2. Welcome and Introductions

3. Adopt Agenda

- Agenda circulated.
Motion: That the agenda be adopted as circulated. **M/S/C**

4. Approve Minutes

- Wednesday, April 26, 2023 PAC AGM minutes circulated.
Motion: That the minutes from the April 26, 2023 PAC AGM be approved with edits to item 11. 2023-2024 Executive Officers, item 12. 2023 2024 Singing Officers, and item 13. 2023-2024 Non-Executive Positions. **M/S/C**

5. Principal Report

- Student population 365.
- Approximate class sizes: G.1 16, Gr.2-3 18, Gr.4-5 25-26, Gr.6-7 28-29.
- School has room for 50 additional students. Expecting additional students from 450 work visa families coming to Burnaby, new residential complex at Buller Ave/Irmin St. Clinton in 1950's had 300 students, late 1980's had 500 students + 3 portables.
- Results from survey done last year indicate District is struggling for school space.
- Demographic of poverty level is high at Clinton, 10% of student population need support.
- Clinton runs modified lunch program, Mr. Bortolussi applied to District for additional funding, PAC buys 5-10 extra lunches per week that are served immediately or frozen and served later, Cobs Bread donated 8-10 loaves of bread that are distributed immediately or frozen and distributed later.
- Volleyball runs Oct-Nov for Gr.6-7 students, play home and away games, season ends with District event at TBD high school.
- Gr.6 immunization is Wed Oct 18, will be offering again in spring.
- PAC Potluck is Fri Oct 13 in the Courtyard.
- PAC organizing several community events, please consider volunteering!
- Mr. Bortolussi presented K-12 Student Reporting Policy (<https://burnabyschools.ca/reporting-and-assessment/>)

6. Parent questions and/or comments for the Principal

- Q1) What team sports are offered? A1) Cross Country Gr.4-7 Oct, Volleyball Gr.6-7 Oct-Nov, Basketball Gr.6-7 Jan-Feb, Track & Field Gr.4-7 spring. Teachers volunteer to organize and run team sports.
- Q2) The hole in the fence along West property line is bigger. When will it get repaired? A2) Mr. Bortolussi submitted repair request to District, small holes fixed, will follow up with District about big hole.
- Q3) Can parents or businesses donate food to school to support families? A3) Yes! Parents and businesses can email Mr. Bortolussi (claudio.bortolussi@burnabyschools.ca) to make arrangements.
- Q4) Why are there so many split grade classes this year? A4) School works within guidelines set by Province and District. Class composition includes (but is not limited to): special needs, ELL, French, IEP, class number limits, contractual obligations. They also try to account for friendships, boy/girl ratios, etc.

7. PAC Positions

- Executive Officers
 - Chair Am Bains
 - Co-Vice Chairs Jag Bilings, Mirsada Jakupovic
 - Treasurer Robert Bansal
 - Secretary Sarah Kilgour
 - DPAC Rep Natalia Rodriguez
 - Members at Large Rachel Bryntwick, Melody Chew, Nivi Matsyaraja

Motion: The nominees be elected as Executive Officers for 2023-24. **M/S/C** on May 10, 2023.

Motion: The additional nominees be elected as Executive Officers for 2023-24. **M/S/C** on Oct 6, 2023.

- Non-Executive Positions
 - Bookkeeping Christina Burge
 - Fundraising Jackie Gutjahr
 - Munch-A-Lunch Am Bains
 - Social Media Sarah Kilgour
 - Volunteers VACANT

Motion: The nominees be approved as Non-Executive Officers for 2023-24. **M/S/C** on May 10, 2023.

Motion: The additional nominees be approved as Non-Executive Officers for 2023-24. **M/S/C** on Oct 6, 2023.

- Signing Officers
 - Keep Am Bain
 - Add Robert Bansal, Jag Bilings
 - Remove Christina Burge, Sarah Kilgour

Motion: The nominees be approved as Signing Officers for 2023-24. **M/S/C** on May 10, 2023.

Motion: The additional nominees be approved as Signing Officers for 2023-24. **M/S/C** on Oct 6, 2023.

8. Chair Report

- Fundraiser Goal
 - Goal of PAC fundraisers is to support student activities (e.g. Spike Ball), supplement field trip expenses (e.g. buses were \$400 each, now are \$800 each), host school events (Pancake Breakfast), host community events (e.g. Family Movie Night), supplement special projects (e.g. Outdoor Classrooms, Community Garden).
 - Planning to do a 'cash ask' (via School Cash Online) once special projects details have been worked out.
- Scheduled Fundraisers
 - Munch A Lunch – Term 1 open!
 - Lee's Bottle Depot – Ongoing all year.
 - Mables Labels – Ongoing all year.
 - Cobs Bread – Ongoing all year.
 - Spirit Wear – Closed, orders arrive late Oct, thank you to all the families that supported this fundraiser, you raised \$233!!
 - Sun Oka Apples #1 – Open! Closes Oct 7, orders arrive late Oct.
 - Sun Oka Apples #2 – Oct 23-Nov 11, orders arrive late Nov.
 - Purdys Winter Chocolates – Open! Closes Nov 27, orders arrive early Dec.
 - Sports Day Concession + Krispy Kreme Doughnuts – Jun 14.
- Fundraiser Ideas
 - PAC is looking for new fundraiser ideas, all ideas are welcome!
 - Ethical Bean Coffee.
 - The Pie Hole.
 - Purdys Spring Chocolates.
- Scheduled Events
 - Fall Family Potluck – Oct 13 (5-7pm) Courtyard.
 - Fall Family Movie Night – Nov 23 (5-7pm) Gym.
 - Pancake Breakfast – Dec 21 (9-11am) Gym. In 2023 caterer cost \$1,500+/- . In 2023 could consider asking local restaurants (e.g. McDonalds, IHOP, etc.) to donate or sell at discount, finding different caterer, have parent volunteers could cook them!
 - Winter Family Movie Night – Feb 15 (5-7pm) Gym.
 - Staff Appreciation Lunch – May 7 (12-1pm) Gym.
 - Spring Family Potluck – May 17 (5-7pm) Courtyard.
 - Year End Tea Party – Jun 24 (3-5pm) Courtyard.
- Event Ideas
 - PAC is looking for new event ideas, all ideas are welcome!
 - Mr. Bortolussi suggested Silent Auction where parents in the community offer services, his previous school Chaffey-Burke Elementary raised \$10,000 from similar silent auction.
 - Spirit Day Event – Mar 15. 2022 pancakes, 2023 virtual escape room. 2024 maybe movie and popcorn?
 - Parents Trivia Night – Mabey May?
 - Fun Fair – Not this school year! Considering doing this big event every second year?

- Current Projects Updates
 - Library Upgrade – Will be buying new movable seating and mobile shelving. Also looking into beautifying the space with new artwork. District is responsible for replacing anything fixed to the walls (e.g. bookshelves). Planning to do a ‘cash ask’ (via School Cash Online) once special projects details have been worked out.
 - Garden Maintenance – Last picnic table scheduled to arrive late Oct then this outdoor classroom will be complete.
 - Earthquake Preparedness – Will ask Mr. Bortolussi what if anything PAC needs to purchase.
- Future Projects
 - New Playground Equipment – Maybe rotating climber structure, like one in Alta Vista Park at Royal Oak Ave/McKee St. Takes 3 year +/- from idea to instillation. Mr. Bortolussi has had preliminary discussion with District. Can use some Gaming Grant funds towards this type of project.
Tabled: *New playground equipment tabled to November PAC meeting.*
- Volunteers
 - We're looking for parent(s) to become the Volunteer Coordinator.
 - All parents/caregivers are welcome to volunteer for any PAC event. We're always looking for help with hot lunch on Mondays and Fridays, meet in the Art Room at 11:30am, it takes 30min +/- to sort and distribute to classrooms.
- Staff Retirement(s)
 - Mr. Bortolussi Retirement Party – Everyone invited to District retirement party at Burnaby Central Secondary, date TBA.
- Teacher's Wish Lists
 - School purchase as much as they can with allotted funding, PAC supplements the remaining.

9. Treasurer Report

- Proposed 2023-24 budget presented.
Tabled: *Proposed 2023-24 budget tabled to November PAC meeting.*

10. DPAC Rep Report

- Monday, September 18, 2023 meeting summary presented.

11. 2023-24 PAC Meeting Schedule

- Scheduled one Friday each month in the Library at 9:05am.
- Schedule will be posted on the school website (<https://clinton.burnabyschools.ca/pac/>).

12. Adjournment

Motion: *That the meeting be adjourned at 10:52 am. M/S/C*

	Proposed 2023/2024		Final 2022/2023		Increase/(Decrease)		
	Cost per student	General Account	Gaming Account	General Account	Gaming Account	General Account	Gaming Account
		Waiting for Approval	Waiting for Approval				
Beginning Cash		16,037.84	1,464.59	11,376.79	2,172.49	4,661.05	707.90
Gaming Grant			7,600.00		7,660.00	-	60.00
Net Cash Available for Distribution		16,037.84	9,064.59	11,376.79	9,832.49	4,661.05	767.90
Projected Net Inflows:							
MunchaLunch		9,000.00		9,938.17	-	938.17	-
Fun Lunch Program (BaFaL)		-		1,584.98		(1,584.98)	-
Purdy's		900.00		891.71		8.29	-
Spirit Wear		250.00		225.99		24.01	-
Plant Fundraiser		-		779.65		779.65	-
Krispy Kreme		650.00		830.00		180.00	-
Fun Fair		-		2,736.44		2,736.44	-
Movie Nights		275.00		276.09		1.09	-
Grade 7 Grad Fundraiser		-		-		-	-
Photo Night		-		275.00		275.00	-
West Coast Seeds		-		216.23		216.23	-
Recycling Depot		200.00		-		200.00	-
Bank Interest		-		-		0.00	-
Donations		-		-		-	-
PAC operating grant		180.00		181.92		1.92	-
Mabel's Labels		60.00		69.61		(9.61)	-
Sun-Oka Fruit		1,500.00		1,358.00		142.00	-
Miscellaneous Revenue		-		-		-	-
Total Net Inflows		13,015.00	-	19,363.79	-	(6,348.79)	-
						-32.8%	
Outflows:							
Technology							
Library Books		600.00		500.00		100.00	-
Library Revitalization		2,500.00		500.00	4,467.90	2,000.00	4,467.90
Computers, software and accessories		-		-		0.00	-
Recreation and clubs							
Gym & outdoor sports equipment		600.00		869.23		269.23	-
Playground Equipment		-		-		-	-
Sports Training		2,000.00		-		-	-
Academic Assistance							
Cultural Enrichment (\$5/student)	\$ -	-		2,102.64		2,102.64	-
Field trips (in person or virtual)	\$ 15.00	5,400.00	7,200.00	3,492.11	3,900.00	1,907.89	3,300.00
General Classroom supplies (\$5/student + \$150/special class)	\$ 5.00	2,250.00		2,238.76		11.24	-
Planners		-		-		-	-
Fine Arts							
Musical Supplies		600.00		500.00		100.00	-
Community, Social and Safety							
Emergency supplies	\$ 1.00	360.00		78.69		281.31	-
Safety supplies		-		-		-	-
Grad 7 graduation		250.00		250.00		-	-
Garden upkeep		4,000.00		45.30		3,954.70	-
Teacher appreciation lunch		450.00		412.47		37.53	-
Teacher farewell gifts		300.00		162.04		137.96	-
Teacher wishlist		200.00		-		-	-
Pancake breakfast		-	1,200.00	1,081.31		1,081.31	1,200.00
Christmas Cheer		-		-		0.00	-
Clinton family potluck		200.00		48.99		151.01	-
Clinton Cares (Thanksgiving, Christmas, and emergency issues)		100.00		-		100.00	-
Movie License		150.00		137.81		12.19	-
Spirit Days/ Fun Events		2,000.00		1,338.75		661.25	-
Panorama Photo		200.00		156.80		43.20	-
Administration of PAC							
BCCPAC Fees		-	75.00	75.00		75.00	75.00
PAC Administrative Expenses		800.00		797.80		2.20	-
Meeting Refreshments		200.00		237.27		37.27	-
Other							
Miscellaneous: bank, postage, etc.		50.00		11.77		38.23	-
Total Outflows		23,210.00	8,475.00	15,036.74	8,367.90	8,173.26	107.10
Net Inflow (Outflow)		- 10,195.00	875.00	4,327.05	707.90	54.4%	
Net Projected Cash		5,842.84	589.59	15,703.84	1,464.59	- 9,861.00	875.00
						-62.8%	-59.7%

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2023-24 DPAC Report

MEETING SUMMARY

Monday, September 18, 2023

Burnaby School District

- **Accessibility Presentation**
The District is committed to “fostering a welcoming, safe, and inclusive culture.” In case there are barriers, there are ways to inform the District about them
Website <https://burnabyschools.ca/accessibility/>
Email accessibilityfeedback@burnabyschools.ca
Phone 604-296-9600 ext. 661144
- **Upcoming Presentation by Kevin Cameron about Traumatic Event Systems.**
He is an expert in emergency response and trauma systems. The presentation is sold out. Live webinar through Eventbrite (September 28th at 6 pm). Scope: Post-covid World, and Q&R section in the last half hour.
- **2019-2024 Strategic Plan for the District**
Engagement with students, parents, staff about the future of education. Student focus-group, Indigenous student gathering, students coming to the district’s office. Themes: facility planning, inclusion.

DPAC

- One of the elected DPAC exec has been removed by former chair alleging that she was ineligible. Motions called to have another DPAC executive meeting including the excluded member again (since there was no reason for that exclusion), and vote for the new DPAC exec positions.
- No motion to approve the previous agenda as the name of the DPAC exec. was removed from it.
- No Show and Tell.

DPAC Update

- October 3rd: 6pm: Vendor fair: fundraising ideas. 7 pm: PAC101.
- October 16th: Treasurer Workshop.

Meeting adjourned at 8:45pm.