

Clinton Elementary School Parent Advisory Council

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



2023-24 PAC Meeting

Wednesday, February 21, 2024 at 6:00pm in the Library + Zoom

MINUTES

1. Call to Order

- 6:08pm.

2. Welcome and Introductions

- 14 attendees (6 in-person, 8 online).

3. Adopt Agenda

- Agenda circulated.

Motion: That the agenda be adopted as circulated with spelling corrections. **M/S/C**

4. Approve Minutes

- Friday, January 26, 2024 PAC meeting minutes circulated.

Motion: That the minutes for the January 26, 2024 PAC meeting be approved as circulated with spelling corrections. **M/S/C**

5. Principal Report

- 372 students.
- Safety Drills Week – Mar 4-8. Will be doing Earthquake Drill, Shelter In Place Drill, Hold and Secure Drill, and Lockdown Drill. School will email info to parents.
- Phone Ban – Province info (<https://news.gov.bc.ca/releases/2024PREM0004-000088>).
 - District info (<https://burnabyschools.ca/supporting-students-with-skills-for-a-healthy-digital-life/>).
 - School will email District info to parents.
- Attendance – Attendance is important. 33% of students have been absent 10 or more days this school year. School will email info to parents about the importance of not missing school.
- Pink Shirt Day – Feb 28. Staff and students will be encouraged to wear pink. Parents welcome to come to 1pm assembly.
- Hip Hop Dance – Tentatively rescheduled to Apr 3-4 and Apr 9-11. Will be done during scheduled PE classes.
- Student Lead Conferences – Rescheduling to accommodate Track and Field Meet. Dates will be announced when confirmed.
- Kindergarten Registration – Registration is open (<https://burnabyschools.ca/registration/>). Currently have 40 students enrolled.

6. Parent questions and/or comment for the Principal

- Q1) Is Gym open after school for activities? A1) Not right now. Gym currently open for scheduled team sports practices/games and Burnaby Parks & Rec activities that need to be register for online (<https://www.burnaby.ca/recreation-and-arts/activities-and-registration>).

7. Chair Report

- Events
 - Family Move Night – Fri Feb 23 (6-8pm) Gym. Kung Fu Panda 3. Parent volunteers needed to run concession.
 - Spring Break Kickoff – Fri Mar 15 (1-3pm) Gym. Movie in Gym. PAC to buy popcorn and juice boxes. Parent volunteers needed to handout to students.
 - Spike Ball – Mon Apr 15-Fri Apr 26. PAC splitting cost with school. Will be done during scheduled PE classes.
 - Red Cross “Stay Home at Home” – Pro-D Day Mon Apr 29 (9am-3pm) Jubilee United Church (Rumble St / Gray Ave). For ages 9-13 / Gr. 4-5. Is 6 hour in-person course. Need minimum 12 students, maximum 30 students. ♥ Thank you to the parent that secured this free offsite venue.
 - Staff Appreciation Lunch – Tue Jun 4 (12-1pm) Gym. Looking for caterer, email recommendations to PAC (clintonpac.sd41@gmail.com). Parent volunteers needed to set up/clean up.
 - PAC AGM – Wed May 15 (6pm) Library + Zoom. Electing new Executive rolls and Non-Executive rolls. School needs Executive to be eligible for annual \$7,000 +/- provincial Gaming Grant. All parents are eligible all positions. Interested parents can talk to any of the current Executive and Non-Executive members, email PAC (clintonpac.sd41@gmail.com), or message PAC on Facebook (<https://www.facebook.com/groups/clintonpac.sd41/>).
 - Sports Day + Concession – Fri Jun 14 (9am-12:30pm) Courtyard. Will be doing hot lunch same day. Parent volunteers needed to run concession.
 - Grade 7 Grad – Fri Jun 21 (9am-3pm) Gym. Gr.7 parents interested in helping can email Grad Committee (clintongrad2024@gmail.com).
 - Year End Tea Party – Mon Jun 24 (3-4:30pm) Courtyard. Dessert potluck like last year. All staff are invited. Parent volunteers needed to set up/clean up.

8. Library Refresh Project

- Clinton successfully got it the Variety Schools Grant! ♥ Thank you to the parents that worked on this grant.
- Variety pledged \$10,000 in matched funding for mobile bookcases, seating, and tables. Estimated cost is \$21,000. PAC has \$7,500 allocated from past fundraisers. Need to raise remaining \$3,500.
- PAC used General Account funds for cheque hand-delivered to Variety who will take 4-6 weeks to process.
- New Library Furniture Fundraiser launched Thu Feb 15. Running this fundraiser though SchoolCash Online (<https://burnaby.schoolcashionline.com/>). Donations over \$20 receive a tax receipt from Burnaby School District. Important: To ensure donation goes to this project, type **LIBRARY** in the **Message to School Board** text box.
- Goal is to get this part of Library Refresh Project complete by end of 2023/24 school year.

9. Fundraisers

- Munch-A-Lunch – Vendors, menus, and prices are almost set for Term 3. Always looking for new restaurants, email your recommendations to PAC (clintonpac.sd41@gmail.com).
- **Ongoing**
 - Cobs Bread
 - Lee’s Bottle Depot
 - Mable’s Labels
 - FundScrip
- **Term 1 Closed**
 - Spirit Wear (\$233)
 - Sun Oka Apples #1 (\$840)
 - Sun Oka Apples #2 (\$590)
 - Purdys Chocolates (\$640)
- **Term 2 Open**
 - Library Furniture Cash Ask (Feb 15-Mar 15)
- **Term 3 Scheduled**
 - Sports Day + Doughnuts (Jun 14)

10. Treasurer Report

- Financial Summary – No current report, January 26, 2024 financial summary presented again.
- Gaming Grant – Mid Oct grant denied. Late Oct appeal filed. Late Jan \$7,540 grant awarded. ♥ Thank you to the parents that worked on this grant and appeal.
- Allocation of 2023-24 Gaming funds:
 - Field Trips Dec Mr. Bortolussi allocated \$7,000 to supplement Field Trip expenses. PAC will be using Gaming funds to add \$5/student to Field Trip expenses.
 - Spike Ball Estimated cost for Spike Ball is \$3,500. PAC will be using Gaming funds to pay \$1,750.
 - Library Stools PAC will be using Gaming funds to pay for new Library stools.

11. DPAC

- Tue Feb 20 meeting summary presented.
- Next meeting scheduled for Mon Apr 17 (7pm) Burnaby Central Secondary School.

12. Other

- PAC Facebook Group – PAC approached by business asking to promote their children focused programing.
 - Question Do we want to let businesses to promote on PAC’s Facebook group?
 - Discussion In the past we’ve declined requests from parents that wanted to promote their own business, companies, or professional services. We have let childcare providers promote their business in the comments of posts asking the community for help looking for childcare options. The concern is that businesses that are posting on PAC’s Facebook page will appear to have PAC’s “stamp of approval” and parents would assume PAC has vetted these companies. District has a list of approved businesses that schools are allowed to promote, PAC can refer to this list.
 - Decision PAC will continue to not allow businesses promote and/or advertise on PAC’s Facebook group. Exceptions will be made for childcare providers that service the Clinton community that can promote their business in the comments of posts asking the community for help looking for childcare options.

13. Next PAC Meetings

- Wed Mar 13 (6pm) Library + Zoom.

14. Adjournment

Motion: That the meeting be adjourned at 6:50pm. M/S/C



the **NEW** Library Furniture

FUNDRAISER

Join  **variety** in supporting **Clinton's Library!**
the children's charity of bc

Variety Children's Charity pledges \$10,000 in matched funding through their School Grant Program. The Clinton Community has raised \$7,500 so far. **HELP PAC RAISE \$3,500** needed to complete the New Library Furniture Project this school year. Let's create a welcoming space for our students to learn and read!

THIS ONLINE FUNDRAISING CAMPAIGN IS OPEN
February 14 - March 15, 2024



HOW TO DONATE

Make your donation* through SchoolCash Online
Use this web link <https://burnaby.schoolcashionline.com/>
Use this QR code

*Donations over \$20 will receive a tax receipt from Burnaby School District

IMPORTANT: To ensure that your donation goes to this fundraiser, please type **LIBRARY** in the **Message to School Board** text box.

Thank you for your continued support!

Clinton Elementary PAC
clintonpac.sd41@gmail.com



how to donate to the LIBRARY FURNITURE FUNDRAISER

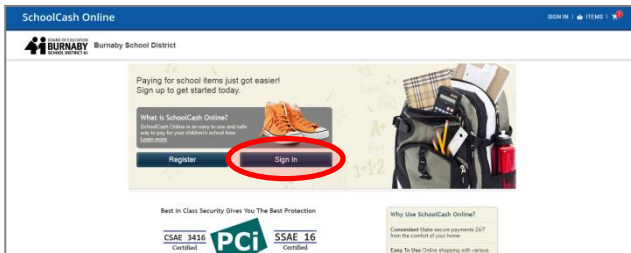
Use this easy-to-follow donation guide to complete your online donation

STEP 1

Go to SchoolCash Online

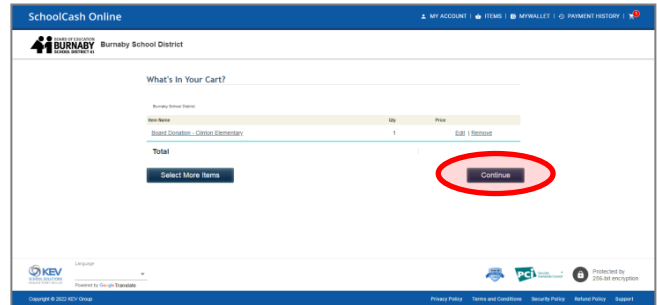
<https://burnaby.schoolcashionline.com/>

Click **Sign In** and enter your email address and password



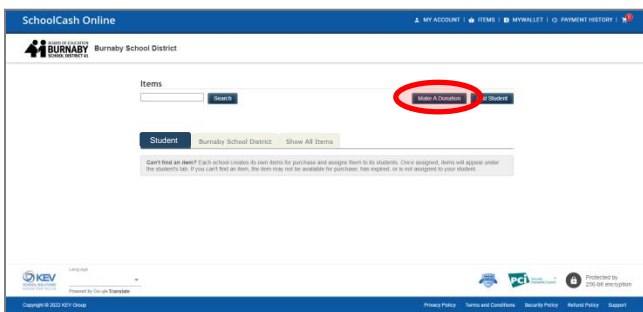
STEP 4

Double check your cart and click **Continue**



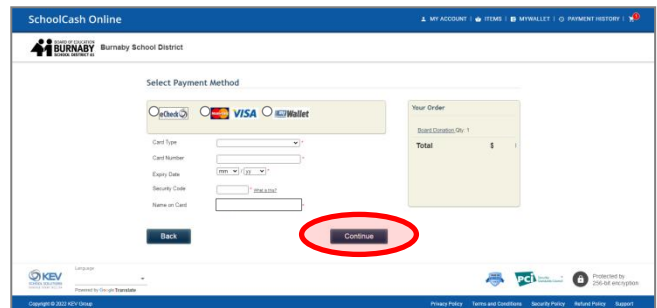
STEP 2

Click **Make A Donation**



STEP 5

Complete your payment information and click **Continue**
Donation receipt will be automatically emailed to you



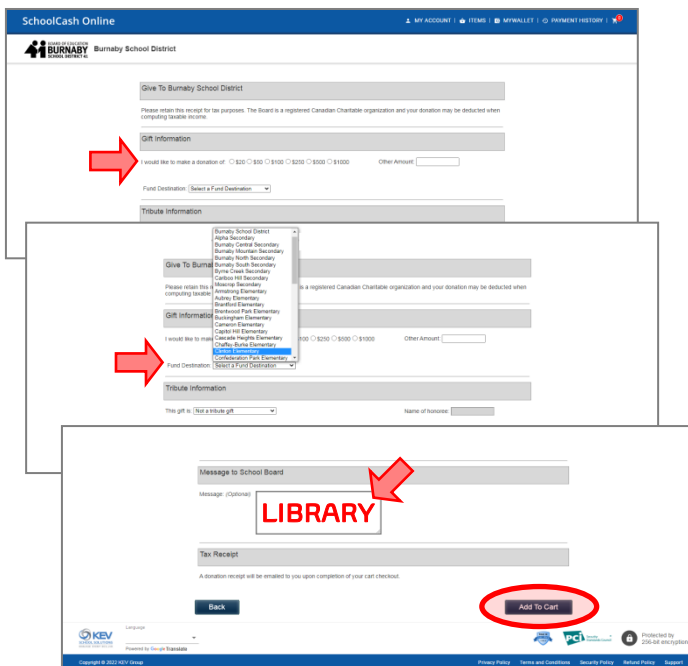
STEP 3

Enter your donation amount

Select **Clinton Elementary** from the **Fund Destination** menu

In **Message to School Board** text box type **LIBRARY**

Click **Add To Cart**



Every donation will **help PAC raise \$3,500** needed to complete the New Library Furniture Project this school year!

*Thank you
for your
support*

and... keep up to date on this project by attending upcoming PAC meetings or joining PAC's Facebook group using this QR code





SPACES INC. c/o CDI SPACES
 9319 47 Street NW
 Edmonton, AB T6B 2R7
 Phone: 780-440-2750
 Email/Web: www.cdispaces.ca

Quotation

Project: 13391
Proj Desc: Clinton Elementary -Learning Commons
Quote: 13391.002
Status: New

Sold To: 15035-00
 Clinton Elementary
 5858 Clinton Street
 Burnaby, BC V5J2M3
 Canada
 Attention: Pam Hossack

Bill To: 16727-00
 Variety BC
 4300 Still Creek Drive
 Burnaby, BC V5C 6C6
 Canada
 Attention: Variety BC

Ship To: 15035-00
 Clinton Elementary
 5858 Clinton Street
 Burnaby, BC V5J2M3
 Canada

Date Entered	Customer PO	Salesperson	FOB	Terms
11/16/2023		Brad Tilley	D	Net 30 Days

Line	Loc	Item Number	Description	Order Qty	Unit Price	Extended
1	00	EN-PC201890	ELEMENT POUF - 90 ARCH 20X18 Options: ~-FINISHES: TBD	6	683.45	4,100.70 T
2	00	EN-PR2018	ELEMENT POUF - ROUND 20X18 Options: ~-FINISHES: TBD	6	381.18	2,287.08 T
3	00	SPTZ-BK243636H-L	S23-06467 - SHARED MOBILE BOOKCASE WITH 2 ADJUSTABLE SHELVES ON EACH SIDE OPEN SECTION ON TOP 24" X 36" X 36" Options: ~-FINISHES: TBD	3	679.64	2,038.92 T
4	00	SPTZ-W-BK126142E-L1	SPECIAL S23-07866 12" D X 62" W X 42" H CURVED BOOKCASE WITH 2 ADJUSTABLE SHELF EACH SIDE Options: ~-FINISHES: TBD	6	1,088.82	6,532.92 T
5	00	TZ-TRDR363629-L1	ROUND MEETING TABLE 36X36X29 / METAL TUBULAR LEG WITH ROUND BASE PLATE Options: ~-FINISHES: TBD	3	500.18	1,500.54 T
6	00	DELIVERY AND INSTALLATION	DELIVERY AND INSTALLATION	1	2,350.00	2,350.00 T
Subtotal						18,810.16
Total Tax						2,257.22
TOTAL AMOUNT - CAD						21,067.38

This Quote will expire on: January 16, 2024

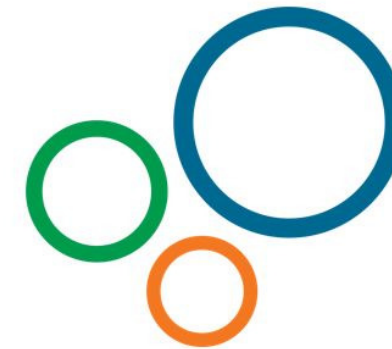
TERMS AND CONDITIONS

- * This quote will remain valid for 60 days from the date of issue
- * Purchase order(s) to be sent prior to product being ordered or services commenced
- * All work to be performed during regular business hours unless indicated or agreed to otherwise
- * The company reserves the right to change a quoted price in the event that the client requests a variation to the product or work agreed on.
- * Product storage for up to 30-days is included in this price. Any product that requires storage over 30-days will be charged at an agreed upon rate between the client and the company.
- * Acceptable methods of payment include cash, cheque, EFTs, and credit cards (we do not have a credit card processing limit, all credit card payments over \$5,000 are subject to a 2% service fee). Late payment are subject to a 2% interest charge per month (24% annually charged on all accounts over 30 days)

- * CDI Brand Promise to You
 - o Same Day Response: We are Always here to help, you will receive same day responses to your inquiries from our specialized product experts.
 - o Proactive Communication: You will not have to call us for an ETA; we will provide bimonthly updates on all your orders.
 - o A "Make it Right" guarantee so you can buy with confidence

Subtotal	18,810.16
Tax	2,257.22
Total	21,067.38

Signature	Title	Date
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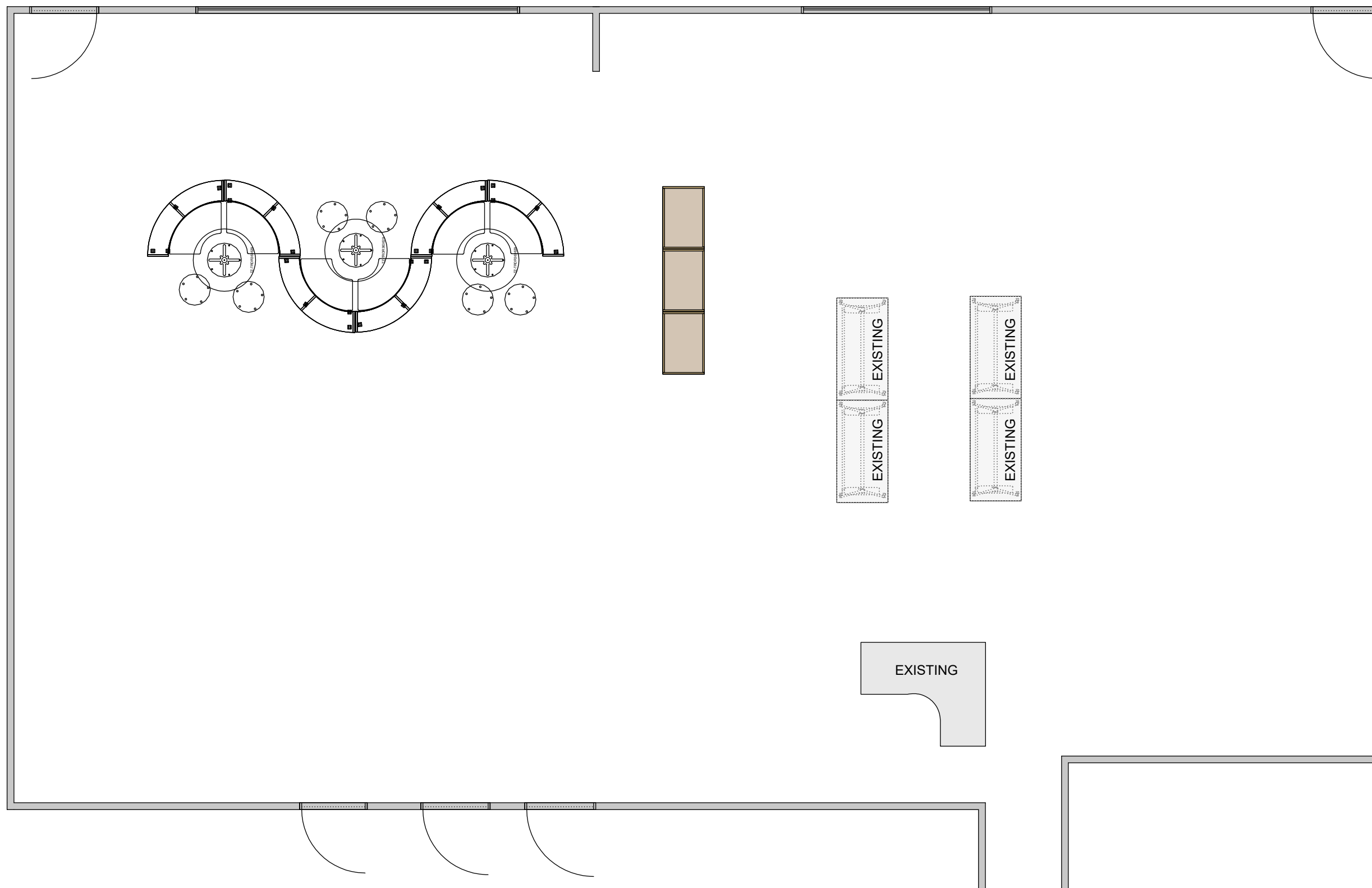
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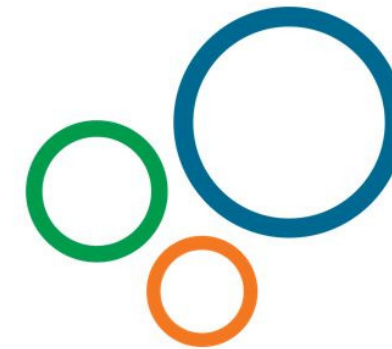
PROJECT: 13391
DRAWN BY: JD
SCALE: AS NOTED
DATE: 12/8/2023

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Learning Commons
5858 Clinton St.
Burnaby, BC V5J 2M3

Floor Plan

A1.0





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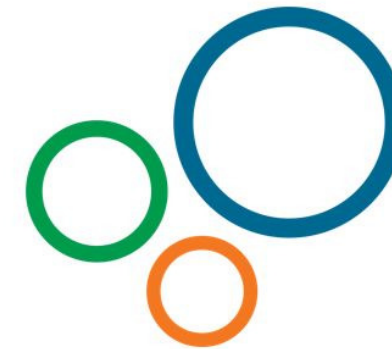
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Furniture Plans

A2.0



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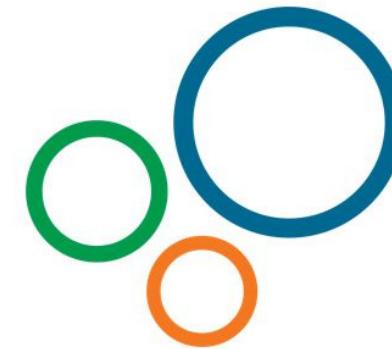
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Furniture Plans

A2.1



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Furniture Plans

A2.2

CLINTON PAC - GENERAL
 STATEMENT OF INFLOWS/OUTFLOWS
 September 1, 2023 -- August 31, 2024

	30/Sep/21	31/Oct/21	30/Nov/21	31/Dec/21	31/Jan/22	YTD	Budget
MunchaLunch Revenue	13,706.75	5,977.46	1,874.76	1,428.57	-	22,987.54	-
Munch a Lunch Annual Hosting Fee	-	336.00	-	-	-	336.00	-
MunchaLunch Expense	1,821.94	5,262.70	5,367.66	5,950.48	2,415.57	20,818.35	-
MunchaLunch	11,884.81	378.76	(3,492.90)	(4,521.91)	- 2,415.57	1,833.19	9,000.00
Other Fundraisers:							
Fun Lunch Revenue	71.00	163.00	128.00	-	-	362.00	-
Fun Lunch Expense	-	-	-	-	-	-	-
Fun Lunch Program	71.00	163.00	128.00	-	-	362.00	-
Purdys Revenue	-	-	-	-	693.40	693.40	-
Purdys Expense	-	-	-	-	-	-	-
Purdys	-	-	-	-	693.40	693.40	900.00
Spirit Wear Revenue	-	233.16	-	-	-	233.16	-
Spirit Wear Expense	-	25.21	-	-	-	25.21	-
Spirit Wear	-	207.95	-	-	-	207.95	250.00
Krispy Kreme Revenue	-	-	-	-	-	-	-
Krispy Kreme Expenses	-	-	-	-	-	-	-
Krispy Kreme	-	-	-	-	-	-	650.00
Movie Night Revenue	-	-	-	530.85	-	530.85	-
Movie Night Expenses	-	-	-	-	-	-	-
Movie Night	-	-	-	530.85	-	530.85	275.00
Net Other Fundraisers	71.00	370.95	128.00	530.85	693.40	1,794.20	2,075.00
Grade 7 Graduation	-	-	-	-	-	-	-
Memory Books	-	-	-	-	-	-	-
Photo Night	-	-	-	-	-	-	-
West Coast Seeds	-	-	-	-	-	-	-
Recycling Depot	-	-	-	-	-	-	200.00
Bank Interest	-	-	-	-	-	-	-
Donation	-	-	-	-	-	-	-
PAC operating grant	-	-	-	179.54	-	179.54	180.00
Mabel's Label's Fundraiser	-	-	-	-	57.86	57.86	60.00
Sun-Oka Fruit Fundraiser	-	-	-	846.00	590.00	1,436.00	1,500.00
Miscellaneous Revenue	-	-	-	-	-	-	-
GROSS INFLOWS	13,777.75	6,373.62	2,002.76	2,984.96	1,341.26	26,480.35	
FUNDRAISER EXPENSE OFFSETS	1,821.94	5,623.91	5,367.66	5,950.48	2,415.57	21,179.56	
NET	11,955.81	749.71	(3,364.90)	2,965.52	- 1,074.31	5,300.79	13,015.00
Other Outflows:							
Technology							
Library Books	-	-	600.00	-	-	600.00	600.00
Library Renovations	-	-	-	-	-	-	2,500.00
Computers, software and accessories	-	-	-	-	-	-	-
Recreation and Clubs							
Gym & outdoor sports equipment	-	-	600.00	-	-	600.00	600.00
Playground Equipment	-	-	-	-	-	-	-
Sports Training	-	-	-	-	-	-	2,000.00
Academic Assistance							
Cultural Enrichment	-	-	-	-	-	-	-
Field trips	-	-	-	-	-	-	5,400.00
Classroom supplies	-	-	2,300.00	-	-	2,300.00	2,250.00
Planners	-	-	-	-	-	-	-
Fine Arts							
Musical Supplies	-	-	600.00	-	-	600.00	600.00
Community, Social & Safety							
Emergency supplies	-	-	-	-	-	-	360.00
Safety Supplies	-	-	-	-	-	-	-
Grad 7 graduation	-	-	-	-	-	-	250.00
Garden upkeep	-	-	-	-	1,443.96	1,443.96	4,000.00
Teacher appreciation lunch (net)	-	-	-	-	-	-	450.00
Teacher farwell gifts	-	-	-	114.16	-	114.16	300.00
Teacher wishlist	-	-	-	109.06	-	109.06	200.00
Pancake breakfast	-	-	-	1,753.50	535.00	1,218.50	-
Potluck	-	-	-	-	-	-	200.00
Clinton Cares	-	-	-	-	-	-	100.00
Movie Licee	-	-	144.37	-	-	144.37	150.00
Spirit Days/Fun Events	286.02	-	-	-	-	-	2,000.00
Panarama Photo	-	-	-	-	-	-	200.00
Administration of PAC							
BCCPAC/DPAC Fees	-	-	-	-	-	-	-
PAC Administration Expenses	-	-	-	-	240.68	240.68	800.00
Meeting refreshments	-	-	-	-	-	-	200.00
Other							
Miscellaneous	-	-	-	-	-	-	50.00
Total Expenses	286.02	-	4,244.37	1,976.72	1,149.64	7,370.73	23,210.00
Net Cash Inflow/(Outflow)	11,669.79	749.71	(7,609.27)	4,942.24	- 2,223.95	(2,069.94)	(10,195.00)
Opening Cash Balance	16,037.84	27,707.63	28,457.34	20,848.07	15,905.83	16,037.84	16,037.84
Closing Cash Balance	27,707.63	28,457.34	20,848.07	15,905.83	13,681.88	13,967.90	5,842.84

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2023-24 DPAC Report

MEETING SUMMARY

Tuesday, February 20, 2024

Burnaby School District Presentation

- SOGI presentation by Richard Per, Assistant Superintendent.
- District policy can be found here <https://burnabyschools.ca/wp-content/uploads/2022/12/5.45-Policy-Sexual-Orientation-Gender-Identity.pdf>
- District will be hosting district wide online information session for parents near the end of May.

DPAC Update

- Three school trustees present.
- Treasurer stepped down due to changing work schedule, will need new Treasurer.
- New Executives elected for Brentwood North, Central West, and Cariboo Lougheed.
- No meeting minutes taken for September, October, and November. Will create summaries that will be on website.
- Website is being revamped, all past presentations are now online.
- Seven volunteers have joined the Constitution Review Committee, constitution and Bylaws need to be updates, current (2011) version is online <https://dpac.burnabyschools.ca/wp-content/uploads/2009/01/dpac.constitution.rev11.04.18.pdf>
- Waiting to hear back from District on how they can support PAC websites.
- Still trying to get cheque books back from past DPAC Executive. Bank is aware of this issue. Have been monitoring accounts, no questionable transactions have occurred.
- BCCPAC conference and AGM is May 3-5, two DPAC representatives will be attending. Wants to propose resolutions to the Anti-Racism Committee requesting more transparency and communication, adding parent representatives.
- School Teams Visits sign up deadline is Fri Mar 1.
- District Budget Presentation is Mon Apr 15, DPAC will be doing online survey to find out what PAC's priorities are.

Meeting adjourned at 9:05pm.

Next meeting on Monday April 15, 2024 7:00pm at Burnaby Central Secondary School.