

Kitchener Elementary School PAC - Meeting Minutes

February 15, 2017

In attendance

Tommasina Mele (Co-Chair), Tracey Mayede-Lok (Co-Chair), Janice Chiem (Treasurer), Kristina Murray (Secretary), America Nunez, Paola Arletto, Nikki Levis and Sherri Boljuncic.

Staff

Deb Taylor (Principal) and Deanna Zuccato

1. Call to Order

- Meeting was called to order at 6:31pm.
- January 2017 minutes were accepted – moved by Tommasina, seconded by America and passed unanimously.

2. Principal's and SPC Report – Deb Taylor

- FSA (Foundational Skills Assessments are complete. Grade 4 and 7 parents will receive their child's FSA Report by March 31, 2017
- Grade 7 Public Speaking Challenge – Kia Kurtz and Julia Maio are the finalists who will be representing Kitchener at the North Zone Finals on Wednesday, February 22 at Capital Hill. This year's speeches were about "What makes me proud".
- Tennis begins on Thursday, February 16 and will run until March 3. All classes are participating.
- Pink Shirt Day is February 22. There will be an assembly recognizing this day as well as to celebrate other student learning. NOTE: Due to the early dismissal that would eliminate one tennis session for 2 classes, the assembly has been rescheduled for Thursday, March 9 from 2:00 – 3:00 pm. An email will be sent to parents. Students will be encouraged to wear their pink shirts on both days.
- Girls and boys basketball is winding down. Thanks to our coaches, Mr. Lam, Ms Melatini and Ms Tse. Both teams are looking forward to the Basketball Playday later this month.
- Daily suggestion of kindness for month of February.
- Just a reminder that there is an early dismissal for Primary Student-led conferences on March 2 at 2:00 p.m. All students will be dismissed at that time and the Intermediate Student-led conferences planned for April 12 will begin at 3:15.
- April 12 – Intermediate student led conferences
- We are looking forward to the Book Swap on March 3. Teachers will collect books in their classrooms and will take them to the stage before March 3. The

small gym will be closed on March 3 all day to set up in the morning and run the swap in the afternoon

- Term 2 report cards will go out on April 6.

3. Treasurer's Report – Janice Chiem

January 2017 Activities:

Edo hot lunch in January raised net proceeds of \$228.

Trivia Night held on January 20, raised net proceeds of \$6,868 to date. Break down of revenues and expenses received to date:

<u>Revenues</u>		<u>Expenses</u>	
Ticket Sales	3,100	Drinks for Bar	650
Silent Auction	2,485	Pizza	460
Food/Bar	1,690	Mystery Bag Gifts	356
Mystery Bags	803	Balloons/Table Cloths	80
50/50 Draw	340	Chips	59
Chips	84	Cups for Bar	44
Coffee	36	Ice for Bar	36
Bottle Returns	22	Juice Boxes for Child Minding	7
	<hr/> <u>8,560</u>		<hr/> <u>1,692</u>

Disbursements:

Disbursements from our General Account in January totaled \$2,071:

Trivia Night expenses	\$1,692
Subway Hot Lunch	362
Media cart parts for add'l division	17

Disbursements from our Gaming Account in January totaled \$312:

Pancake Breakfast	\$157
Library Resources	155

4. DPAC Report – Kristina Murray

- Snow Plan - Russell Horswill, Secretary Treasurer: they have a plan, but got behind. Their crew of 10 ppl worked 7 days a week, 12+ hours. Plus 4 out 5 machines broke down. Priorities were front entrances. The custodian's priority everyday should be snow removal or they should block off areas with cones. City and School District working on more clarity of who clears snow from where.
- Traffic Safety - Doug Louie, City of Burnaby: Traffic Safety Committee meets four times/year to discuss traffic safety concerns. Any concerns, including school zone issues, can be submitted to the committee. Crosswalk guards are managed by the School District. He recommends that schools have the Speed Watch program come out.

- Supreme Court Ruling - Gina Niccoli-Moen: \$2 million to Burnaby for new teachers only - enrolling, non-enrolling (ELL, LAC, counsellor's, etc), not EA's. School District has spoken to Principals and met with Burnaby Teacher's Assoc. regarding what they want to see. From now to June, 2017 they will not reconfigure classes, but will have a team-teaching model.

5. Recaps/Updates – Co-Chairs

- Trivia Night – Nikki: another great Trivia Night! Thank you to all the volunteers and Mr. Tesan. Nikki reviewed the success and suggestions (see Appendix 1). Janice - approximately \$6,868 was raised in total (some receipts are still coming in). Receipts need to be submitted quicker next year – within one week after the event ends.

There was a discussion about whether \$10 per ticket goes directly to the student who sold it or if all ticket sales are split 50/50 first and then the \$10 per ticket sold goes to the student. The September minutes were referenced by the Co-Chairs and everyone was reminded that it was agreed by all to split ALL proceeds 50/50. More discussion followed as some parents misunderstood this. Kristina proposed that maybe for this year the grade 5's could get the \$10 per ticket first, since this was a misunderstanding by some? Since an agreement could not be made, Tommasina motioned *that the funds be split 50/50 as was discussed at the September 2016 PAC meeting (therefore, gross proceeds minus expenses and split 50/50 will be approx. \$3,400 each)*. All in favour 6, 1 abstained, 1 not in favour; passed.

Before next year's Trivia Night, there will be a meeting with PAC, Bryan and Deb Taylor to ensure that everyone is clear on how the money will be split.

- A Saleema Noon Sexual Health Educator will be coming to speak to Kitchener parents on May 15 and to students on May 16, 2017. More info to come.

6. New Business

- Book Swap – Co-Chairs: will be March 3 in the Big Gym. Need parent volunteers to help setup in the morning. Tommasina will call Companion books for their donations.
- GM Fundraiser – Kristen: three potential dates May 6, 13 or 27, 2017.
- Teacher's Wish List – Deb and Co-Chairs: the wish list was explained by Deb and will be voted on at the next PAC meeting. The literacy kit is different than the one purchased by the PAC in 2012. The small white boards will be used for math, word work, small group work, etc. The iPads are being used for reading, writing, math and interactive science lessons, to name a few. There is a \$5,000 Edutech budget, but it gets used to refresh the computers in computer lab. Bus for school wide event to Cate's or Belcarra Park. Janice explained that there is already a \$2,000 budget item for this, therefore #8 was removed from the wish list. Library – tables are too small, rolling white board is broken, and a media cart is required as a teacher resource.

Janice looked at the PAC funds and expenses for this year, and announced that there is \$12,000 to spend on the wish list (\$7,000 from this year's fundraisers and \$5,000 from surplus funds). Sherri asked if another \$2,000 could be added

so that we are giving \$14,000 to the school? It was also asked if we should give the money directly to the school or if the PAC should vote on what items they would like to see purchased? Both questions to be discussed or voted on at the next PAC meeting (March 2017).

- Fundraiser allocation: Deb reminded everyone that it's imperative that she be made aware of all fundraisers and where the money is going - e.g. Grade 5's or to the general PAC fund. She needs to ensure the school-at-large is benefiting, or what the reasoning is behind supporting a specific grade or class.
- Agenda/Minutes distribution - Tracey: from now on, the minutes will only be sent to those parents who attended the PAC meeting. If a parent that did not attend the meeting would like to see the minutes, they can request a copy by email or they can check the websites for a copy.

7. Adjournment: Meeting was adjourned at 8:30pm by Tommasina Mele.

Next Meeting: Wednesday, March 8, 2017 at 6:30pm.

Appendix 1:

Trivia Night 2017

Successes

Event timing & logistics:

- Access to gym at 1:00 worked well. We needed most of the afternoon to set up
- Requesting extra tables and chairs worked well. We needed them!
- Worked well to open doors at 6:00 for silent auction.
- Having ticket holders enter through back door, and directing folks who needed to purchase tickets to main doors helped reduce congestion, but also added to confusion about which door to enter through – need better signage

Trivia Rounds

- Everyone had a great time! Lots of fun! **Big thanks to Mr. Tesan for all the work put into creating the trivia questions and audio/visual clues!**
- Having three judges from outside the Kitchener community worked well. ****We should send these three volunteers thank you cards from the PAC****

Bar:

- Having 4 bartenders was great. Way more organized this year.
- Collecting the empties throughout the evening and dumping extras in the spill bucket made for a much more organized cleanup and less mess in the vehicle.
- Buying the dolly made transporting the liquor much quicker and easier.

Food and beverage sales:

- Roving chip sales worked well – worth doing again
- Having a few variety of pizzas was nice (cheese not super popular – consider vegetarian next year)
- Having different coloured tickets for alcohol drinks, pop and pizza worked well – easy to track sales.
- Coffee & tea (donated) were a fantastic option – well used throughout evening

Set-up and decorations:

- The gym looked great – excellent decorations (balloons, colour themes, signage) and set up.
- Bar/food and sales in the front corner worked well. Good flow of people
- Silent auction of gift certificates along back wall worked well – visually appealing.

- Baskets for silent auction looked beautiful!

Child Minding:

- Having people sign up for child minding ahead of time worked well.
- Paying high school students to child mind worked well – took the pressure off parent volunteers.
- Snacks and movies were well received.

Suggestions for next year:

Date of event:

- Do the event in mid / late November – this gives more time between event and date of camp trip

Event Timing & Logistics:

- Need to ensure we have enough floats for each point of sale (door sales, 50/50 and food/beverage sales).
- We need a larger float for each of these stations, with a greater emphasis on currency \$10 and under. (Getting a couple \$100 bills early in the evening was a rough start).
- More short breaks to bid on silent auction items (between trivia rounds)
- 5-minute reminder before silent auction items close in case folks want to enter the last bid.
- Better signage for which door to enter through (ticket holders vs. folks needing to purchase tickets)
- Having a light at the back door would also help people see the entrance / be more welcoming
- Some people didn't have their tickets because they bought them from organizers/volunteers who were already inside, so they had to go and look for them. Some people came back to the ticket taker at the door, some didn't.
Suggestion: we could have a "will call" list of people at the door (volunteers could leave the tickets at the door to be picked up by purchasers)
- Open the annex for access to more bathrooms (long line up with only one stall each in the gym)
- One person suggested it would be nice to be able to take credit cards as payment (i.e. <https://squareup.com/ca/reader>) This adds a cost to PAC for the processing of payments (2.65% per transaction)

Trivia Rounds:

- We need to invest in better microphones for the sound system. This would benefit the school in general, as well as trivia night events.
- Having a "prize" for the winning table (even a recycled trophy / bragging rights) would be a nice addition

Bar:

- Purchase more beer and coolers (less variety needed)
- Buy wine in 750ml bottles rather than big bottles (less waste)
- Have a task light for behind the bar.
- Purchase 15 bags of ice (we needed more than we bought this year, 12 bags)
- Use as many paper products as possible (cups, plates, etc.), rather than plastics – paper products are compostable, saving us a trip to the recycling depot for plastics

Food and beverage sales:

- Have a sign on the short end of the food and beverage sales table directing folks to the line-up – some folks were walking straight up to the bar trying to pay the bartenders
- Deliver pizza in more stages through the evening (some folks complained that the pizza was cold)

Silent Auction / \$10 bags & 50/50

- Minimize basket items to maximize amount sold (have fewer baskets to bid on)
- \$10 squares are a bigger draw than the \$10 bags however, it may be easier to not have it and focus on the silent auction
- \$10 strips for 50/50 more popular than \$5 strips (rules state we can only so many of each)

Child Minding:

- Question whether we need to provide this as an option for the evening.
- Have the parent volunteers meet at the beginning of the evening with the child minders (all together) to review the rules / guidelines to ensure everyone is on the same page

Set up/Clean up and decorations:

- Clear the tables at end of evening first and wipe the plastic tablecloths clean before we roll them up for recycling.
- Have a coat rack for coats