

Kitchener PAC Meeting Minutes 6:30pm - Thursday, October 8, 2015

In attendance: Melody Eng (Co-Chair), Tommasina Mele (Co-Chair), Doreen Lee (Secretary), Janice Chiem (Treasurer), Paula Arletto, America Núñez, Victoria Brenden, Kristina Murray, Vanessa Mar, Sherri Boljuncic, Kristy Dellebuur O'Connor, Tracey Mayede-Lok
Staff: Anthony Yam (Principal) and Kim Clark (Head Teacher)

1. Call to order

The meeting began at 6:30pm. The September 2015 minutes were reviewed and accepted. Motion to pass the minutes by Melody; seconded by America. All in favour. Motion passed.

2. Burnaby Parks & Recreation Guest Speaker – Laurie Bedford

We were joined Laurie Bedford from Bby Parks & Rec. She shared with us the various programs run by Shadbolt Centre that are currently being offered at Kitchener Elementary School. She welcomed all to suggest programs of interest that parents would like to see offered at either Kitchener Elementary or at Willingdon Centre. Examples of programs offered in the past include Lego and various sports programs. To run a program, enrollment of at least 8 or 10 (depending on the program) is required.

When considering activities to offer on-site, consideration must be given to days in which the gym is already committed to other activities.

- Tuesdays and Thursdays – Kitchener Boys and Girls school team games
- Wednesdays – More Sports

Suggestions put forward included *Cooking classes* (Grades 4 to 7) and *Movie Night*

Laurie will send out an online survey to gather further information

Subsidized funding (“Recreational credits”) are available to a maximum of \$150 per eligible family.

3. Trivia Night Fundraiser – Bryan Tesan

With the support of the staff at Kitchener, Bryan is looking to introduce an annual (Winter Camp) trip for the Grade 5 students at Kitchener. The students will have the opportunity to learn and take part in winter sports and activities as well as to learn and practice winter survival strategies. It is a trip he has taken done at his previous school (Westridge Elementary).

To minimize the cost to each family while maximizing the number of participants on the trip, fundraising would be required. At Westridge, having a fundraiser in the form of a Trivia Night was successful. For \$20 a ticket, people would take part in Trivia Night. Participants would create teams consisting of up to 8 people. Each team would work together to answer questions on various topics (Pop culture, video, music, etc.) The event at Westridge grew in popularity each year as more and more people took part in the night of fun. At his last year at Westridge, the event attracted enough people for 17 tables. The one night event, equipped with a liquor license earned approximately \$5500.

Bryan would like to bring this same event to the Kitchener Community and would like to know if the PAC would be interested in running this event together and splitting the proceeds (details on how to split the proceeds to be worked out). *Bryan has already claimed the proceeds from

the Bar for the Grade 5 trip. Revenue will also be generated by Ticket Sales to the event, Sale of Classroom baskets, 50/50, etc. PAC has agreed that the classroom baskets be used for the purposes of selling at the Trivia Night event.

Time frame to have Trivia Night will be sometime early in the New Year; the trip will be in late February 2016.

Sherri Boljuncic moved and it was seconded (by **Kristy Dellebuur O'Connor**) for the PAC to support the Trivia Night Fundraiser in lieu of Pub Night. And that a PAC sub-committee be formed to represent the PAC while working with the school (Bryan Tesan) to work out the details. **Motion Accepted unanimously**

Nine PAC members identified themselves as wanting to be a part of the sub-committee. They are:

Paula Arletto	Kristina Murray	Melody Eng
America Núñez	Vanessa Mar	Sherri Boljuncic
Victoria Brenden	Tommasina Mele	Kristy Dellebuur O'Connor

Next Steps: Bryan will have an information night with all the Grade 5 parents to discuss the details of the trip. He will also ask for volunteers amongst the Grade 5 parents to assist with organizing the Trivia Night event.

More discussion about whether or not a Grade 5 parent can/should represent both the PAC sub-committee and the Grade 5 class.

4. Principal's & SPC Report – Anthony Yam

- Classes– (as captured from September Minutes)

Received Board approval to add one more class for the current school year. That brings us up to 12 divisions. There is a current posting out for a new teacher to take on this additional class.

- October 8th Update:

- Kitchener welcomes the following staff members
 - Ms. R. Cowan - She has Div. 8, a combined Grade 2 / 3 class.
 - Ms. A. Veerkamp (shared class with Ms. Mitchell) – Grade 3 (Div. 7)
 - Ms. J. Tse who takes over the Kindergarten class (Division 12)
 - The school is now looking to bring on a new Office Support Clerk to assist in the office.

- Staff Wish List – (as captured from September Minutes)

Anthony has already started discussions with the staff for this year's list. Staff will continue their discussion; Anthony hopes to have the final Wish List for the 2015/2016 School Year available for the October PAC meeting.

- October 8th Update: The staff have agreed to the list of items to make up their Wish List. However, they need more time to prioritize the list before it is ready to be submitted to the PAC. **Action: Mr. Yam** *If the teachers successfully prioritize the list prior to the next PAC meeting (Nov. 12th), Anthony to send the finalized Wish List to the PAC Executives.*

- The list will then be sent to PAC Members in attendance at the Oct. 8th meeting (listed at the top of these minutes). This will allow PAC members

an opportunity to view the list prior to the next meeting in hopes of avoiding delays in approving/denying any requested items.

- **Action:** **Doreen Lee** *Forward the Wish List to October PAC Meeting attendees (only if Mr. Yam is able to send out the Wish List in advance of the November 12th Meeting)*

- Scholastic Book Fair is running in the library. Dates and hours of the sale will be as follows

	Before School	Recess	Lunch	After School
Tues., Oct. 13	x	x	✓	✓
Wed., Oct. 14	✓	✓	✓	✓
Fri., Oct. 16	✓	✓	✓	✓
Wed., Oct. 21	✓	✓	✓	✓

- Cross Country wraps up later in October
- Volleyball begins this month with Mr. Tesan and Ms Clark coaching. Games against other schools in the district will take place on Tuesdays and Thursdays. The first game for the Kitchener Hawks will be Oct. 20th for the boys and Oct. 22nd.
- Grade 6 Immunizations will take place on Wed., Oct. 14th.
- Water Dispenser – School District 41 has installed a new combination water dispenser & water fountain in replacement of the older water fountain located by the lunch kitchen in the Primary Building. The SD decided it is far more economical for the District to provide a new reliable machine rather than to continually servicing the old fountain. The new water dispenser is valued at \$1800 and has been provided to Kitchener by the School District (at no cost to the school). A question was raised as to whether or not the water is filtered. It is not. To have the water filtered would require the filter be changed at a minimum, monthly. The filters would come at a cost of \$100 each for which, the school would be responsible for paying.



4. Principal's & SPC Report – Anthony Yam (Continued)

- ShakeOut BC - Staff and Students will participate in ShakeOut BC (Earthquake Drill). The objective of the drill is to prepare staff and students to know what to know in event of an earthquake during a regular school day. The year, ShakeOut BC occurs on Thursday, October 15th
- Middle Years Development Index (MDI) – Grade 7 students will be asked to complete a questionnaire in November. The same group of students were asked to complete the questionnaire when they were in Grade 4. More information can be found at earlylearning.ubs.ca/mdi
- YMCA “BLAST” after-school program will run at Kitchener from Oct. 26th/15 to Dec. 18th/15. BLAST (Bring Learning to After School Time) is a program designed to provide meaningful connections to positive peers and adults, engage in diverse program experiences, build connections with local community, provide structured learning, and provide skill enhancement opportunities. More information can be found at the school office or by contacting the Jinny Sim of the YMCA jinny.sim@gv.ymca.ca
- WE Day – Oct. 21st at Rogers Arena in Vancouver. Leadership students will have an opportunity to attend

5. Treasurer's Report

September 2015 activities and notes:

- **Welcome Back BBQ** (held on Sept 24): Despite wet weather conditions, the BBQ successfully netted proceeds totalling \$611. In past years, net proceeds ranged between \$450 - \$1150.
- The **Edo Lunch** was offered for the first time in September. It was reported that this lunch raised \$94. Upon further review, more money came in after the month's deposits were made. The additional \$11 will be deposited and reflected in the October financials. The lunch raised a total of \$105. Members agreed to run this program again. Paula and America will continue to run this program. - see Recaps (Section 7) below for more info
- **Gaming Grant** – As of this meeting (Oct. 8/15), the Gaming Grant for the 2015/16 school year has not yet been received. Will likely be received later this month (October) and will be based on the 2014/15 student enrolment numbers.

Disbursements:

- Disbursements from our General Account totaled \$1,303 for expenses relating to the welcome back BBQ, the Edo hot lunch as well as last year's staff luncheon that was not captured in June's financials
- No disbursements from our Gaming Account in September

5. Treasurer's Report (Continued)

Below is a high-level summary of the financial results for the 3 months ending September 30, 2015:

Per Financial Records (GL)	General	Earthquake	Gaming
Beginning Cash Balance @ Jul 1, 2015	20,670	1,081	4,429
YTD Net Revenue	652	-	1
YTD Expenditures	(106)	-	-
YTD Net Rev over Exp	546	-	1
Ending Cash Balance @ Sep 30, 2015	21,216	1,081	4,430
Per Bank Statement			
Cash in Bank	6,435	1,081	5,118
Less: Outstanding Cheques	(464)		(688)
Cash (Float for various events)	50		
ST Investments	15,195		
	21,216	1,081	4,430
Total cash and investments at Sep 30, 2015 is	\$26,727		
Remaining fundraising budgeted	21,000		
Remaining expenditures budgeted	(23,800)		
Projected cash balance @ Jun30'16	23,927		
Compared to opening balance	26,180		

6. DPAC Report

- Last meeting focused on the discussion of new curriculum. Information can be found on the [BC Ministry of Education Curriculum website](https://curriculum.gov.bc.ca) <https://curriculum.gov.bc.ca>

7. Recaps

- Edo Lunch – organizers by PAC Fundraising Committee (America and Paula). First run of this program was in September and is deemed a success. To help ease the process of collecting orders and money, Ziploc bags will be provided to each classroom for teachers to deposit money and order forms; keeping them separate from any other monies being collected at any given time in the classrooms. The Fundraising Committee have agreed to continue running the program throughout the school year. However, due to school scheduling the program will not be offered in December (Winter Holidays) or in March (Spring Break). Because the school already has the subsidized Hot Lunch Program in place through the School District, and recognizing that some students will take part in both hot lunch offerings, an effort will be made to offer the Edo Lunch on a day where the Hot Lunch program's offering is not so popular with the students. i.e. Turkey Taco lunch

7. Recaps (Continued)

- Welcome Back BBQ – As noted on the Treasurer’s Report, the Welcome Back Barbeque went ahead as scheduled and was successful despite the weather. The barbeque has always been a great opportunity to reconnect with families after the summer break while welcoming new families into the Kitchener Community.
 - **PAC owns two propane tanks that need to be stored offsite.** *Looking for someone willing to keep them when not in use.*
- Life Touch Family Photos – 16 sessions sold out quickly; some families had to be turned away because we ran out of time slots. We may try this again in April in time for Mother’s Day. Fifteen fees were collected for a total of \$300 (15 x \$20). One fee outstanding.

8. Updates

- Multicultural Potluck – Kristy Dellebuur O’Connor
 - Thursday, Nov. 5th 6pm – 8pm
 - All Kitchener families are invited to participate
 - Purpose: To celebrate the many backgrounds of Kitchener families and to grow our community
 - The request is for families to bring an entrée dish (enough to serve 8) that represents their culture
 - Activities (to be determined) will be available for kids
 - Invitations will be sent home with students in the mid-October time frame
- Class Parent – Kim Clark
 - Anthony will send out an email asking any parent interested in becoming their class representative to identify themselves by responding to the email
- Devry Poinsettia Fundraiser – America Núñez
 - Sale / order taking will run in the month of November. Timeline is as follows
 - Nov. 2nd Notices of the Sale goes home with students
 - Nov. 20th Final orders collected; payment to accompany order forms
 - Nov. 24th Total order is submitted to Devry
 - Dec. 3rd Devry delivers poinsettias to the school and parents are asked to pick-up their orders at the end of the school day
 - Members in attendance asked if the delivery date could be bumped up to an earlier date. America will inquire with Devry and provide an update
- Purdys Chocolate Sales – will be organized and run by Claude Tani and Mike Nishi
 - This sale will run at the same time as the Poinsettia sale
 - Will ask Claude to try to arrange the delivery date to coincide with that of the Poinsettias (Dec. 3rd). This will make pick-up of both products more convenient for those who support the sales

7. Updates (Continued)

- 2015 Annual Walkathon – Melody Eng
 - New route is still under consideration. With so much construction going on in the area, it is important that we find the safest route possible for the children to walk.
 - VanCity will be represented by 2 or 3 staff from the Hastings & Madison branch
 - ProOrganics will provide three boxes of apples for the students
 - Starbucks (Brandy) will provide coffee on the morning of the walkathon for all our volunteers
 - Subway (Gary) will be providing 48 bottles of water and two platters of sandwiches to the top money-earning class (intermediate grades)
 - Panago Pizza (Sean) will be providing pizza to the top money-earning class (primary grades)

9. Parked Items from September Meeting

- Earthquake Bin – the only known item to be replaced is the water
 - We are currently seeking a volunteer to be in charge of the Earthquake Bin. Anyone interested should contact [Melody \(melodyeng@me.com\)](mailto:melodyeng@me.com)
- 50/50 at the December Holiday Concert – Members agreed that this would not be an appropriate event to run a 50/50. Celebrate the season and enjoy the performances.

10. New Business

- Safety Cones in the Morning – Melody Eng
Looking for volunteers to assist with putting out the safety cones in the morning along Gilmore Avenue; ideally by 8:15am or 8:30am. It was suggested that the students doing morning patrol take on this responsibility. However, Mr. Yam does not feel it would be appropriate to have student patrols put out the cones in the morning.
- Classroom Fundraiser Baskets – Paula Arletto
Paula and America have approached the teachers and have received buy-in from each teacher to have each class put together a basket to be put up for auction at a fundraiser later in the year. Teachers will select a theme for their classroom's basket. To fill the baskets, students will be asked to take a letter home asking parents to contribute to the theme of the basket. Contributions can be actual items in line with the theme of the classroom's basket or can be a monetary contribution.
Action: **Sherry Boljuncic** *Create letter for teachers to send home with students*

Meeting adjourned at 8:00pm

Next PAC Meeting
Date: **November 12, 2015**
Time: 6:30pm
Please arrive early to get settled and read the minutes

Thanks for your time everyone!