

**Kitchener PAC Meeting Minutes**  
**6:30pm - Thursday, December 10, 2015**

**Members in attendance:**

- |                           |                  |                           |
|---------------------------|------------------|---------------------------|
| Melody Eng (Co-Chair)     | America Núñez    | Vanessa Mar               |
| Tommasina Mele (Co-Chair) | Paula Arletto    | Kristy Dellebuur O'Connor |
| Doreen Lee (Secretary)    | Lisa Lee         | Wiljo Lum                 |
| Janice Chiem (Treasurer)  | Kristina Murray  | Nikki Levi                |
| Sherri Boljuncic          | Victoria Brenden | Victoria Louie            |

**Staff in attendance:**

- |                         |                          |
|-------------------------|--------------------------|
| Anthony Yam (Principal) | Kim Clark (Head Teacher) |
|-------------------------|--------------------------|

**1. Call to order**

The meeting began at 6:30pm. The November 2015 minutes were reviewed. **Melody Eng** moved and it was seconded (by **America Núñez**) for the minutes to be passed. 9 In Favour; 3 Abstained **Motion Accepted**

**2. Principal's & SPC Report – Anthony Yam**

- Volleyball – Co-ed team will be playing on Dec. 11<sup>th</sup> at Burnaby Mountain Secondary.
- Christmas Concert – Rehearsals begin on Dec. 11<sup>th</sup>. Performances for family & friends will be on Tuesday, Dec. 15<sup>th</sup>; afternoon performance at 1pm and an evening performance at 6:30pm. Tickets required.
  - Leadership Students will be selling baked goods before and after each performance. There will be Reindeer Hot Chocolate and various baked items available. Prices range from \$1 - \$3. Cash only.



- School Calendar – as mentioned at the October PAC meeting, SD#41 had two (2) professional days to add to the current school year. These two days are to be used by the staff to prepare for the change in the school curriculum. Students will not be attending classes on these days as they will be non-instructional days. The dates have not been finalized yet but they are looking to be in the April/May 2016 time frame.
- Staff Retirement – Mrs. Anne Souther has announced her retirement. Her last day teaching will be Friday, December 18<sup>th</sup>. PAC will present flowers to Mrs. Souther at the end of the afternoon Christmas Concert (Dec. 15<sup>th</sup>). To complete the school year, Ms. Jennifer Melatini will be joining Kitchener to take over Mrs. Souther’s class. Ms. Melatini comes to us from Chaffey Burke Elementary. Her first day will be January 4, 2016.
- Staff Returning – Mrs. Santorelli (Food Services) will be returning in January 2016

### 3. Treasurer’s Report

#### November 2015 activities and notes:

- The Edo hot lunch in November raised \$115.
- During the month, PAC also received a \$25 donation from Costco, thanks to Melody’s efforts.

#### Disbursements:

- Disbursements from our General Account included \$7,100 to Kitchener for classroom/fieldtrip funds, and \$522 for the Edo hot lunch.
- Disbursements from our Gaming Account included \$177 for library resources and \$368 for rental of the pancake grills for the upcoming pancake breakfast in December.

Below is a high-level summary of the financial results for the 5 months ending November 30, 2015:

	<b>General</b>	<b>Earthquake</b>	<b>Gaming</b>
<b>Per Financial Records (GL)</b>			
Beginning Cash Balance @ Jul 1, 2015	20,670	1,081	4,429
YTD Net Revenue	6,427	-	5,443
YTD Expenditures	(7,206)	-	(546)
YTD Net Rev over Exp	(779)	-	4,897
Ending Cash Balance @ Nov 30, 2015	<b>19,891</b>	<b>1,081</b>	<b>9,326</b>
<b>Per Bank Statement</b>			
Cash in Bank	4,646	1,081	10,324
Less: Outstanding Cheques			(998)
Cash (Float for various events)	50		
ST Investments	15,195		
	<b>19,891</b>	<b>1,081</b>	<b>9,326</b>

#### 4. DPAC Report - Tommasina

- Last meeting was held on Nov. 30<sup>th</sup>. Dean Goodman, Director-Accountability, Ministry of Education spoke about the changes to the Accountability Framework
- To prepare for the changes, there will be two (2) additional Pro D's added current school year. Dates yet to be determined; likely April/May 2016. During the two days, teachers will take part in workshops to discuss "BC Framework for enhancing Student Learning" (new curriculum)
- Upcoming list of PIE's (Parent Information Evening) include
  - Jan. 6, 2016 – Transition from Elementary School to High School for Students with Exceptional Learning Needs
  - Jan. 27, 2016 – Social Emotional Learning and School Connectedness
  - Feb. 24, 2016 – Taking SEL Home
    - Details for each of the above listed events can be found on the [Burnaby DPAC website](#). All sessions will be held at Burnaby Central Secondary (7pm – 9pm)
    - Anyone interested in attending any session should register online. Register through the [Burnaby DPAC website](#). Simply select the session you wish to attend from the list of Upcoming Events.

#### 5. Committee Updates

- Gingerbread House Raffles – Melody E.
  - PAC is accepting donations of gingerbread houses. Students will have an opportunity to purchase raffle tickets (50 cents each) for a chance at winning a gingerbread house. Tickets will be made available during lunch during the last week of school before the Winter Break (Dec. 14 – 18)
  - Proceeds of these houses will go to "Families in Need".
- Pancake Breakfast – Melody E.
  - Pancake Breakfast will be held on Friday, December 18<sup>th</sup>
  - Volunteers can begin helping out as early as 7am
  - Many local businesses have graciously donated items for this event. Their support enables PAC to minimize the costs for this event. The businesses supporting us this year are
    - Pro Organics – providing oranges and maple syrup
    - Costco Warehouse - \$25 gift card – plates, forks, nut-free pancake mix
    - Real Canadian Superstore - \$25 gift card – pancake mix
    - London Drugs - \$50 gift card – more pancake mix, candy canes
    - Save-On-Foods (Madison Centre) - \$50 gift card – juice
    - Starbucks (Brentwood upper level) - coffee
  - We will not be offering chocolate chips to the students this year.
  - Grills have been ordered and are expected to arrive at the school on Thursday. They will be cleaned and sanitized to ensure they are peanut-free.
  - Kristina has volunteered to pick-up the coffee from Starbucks
  - Mr. Dutton will be returning this year to play the part of Santa. He will make rounds through the gym, greeting the students and giving out candy canes during each of the two seatings.

- A new belt has been purchased as part of Santa's suit as well as a new bag for his candy canes.
  - Set-up: If anyone is available to help on the Thursday afternoon (1pm), your time would be appreciated to help set up the gym (tables & chairs)
  - Claude has volunteered to take charge of the recycling duties.
  
- Carter GM Test Drive – Kristen Valente
  - Date: Saturday, December 12<sup>th</sup>
  - Time: 10am to 2pm
  - Carter GM will be bringing 4 or 5 employees to help with the event; they will be onsite throughout the event.
  - Carter GM will be providing tents, tables, chairs, music, coffee, and treats
  - Our parent volunteers will work in shifts to cover the event.
    - 9am: Kristen Valente, Melody Eng, and Kristina Murray
    - 10am – Noon: Lisa Lee, Tracey Mayede-Lok, Victoria Louie, Rosy Lee, Alice Shin-Peterson
    - Noon – 2pm: America Núñez, Kristy Dellebuur O'Connor, Tommasina Mele, and Sherri Boljuncic
  
- Class Parent - Kim
  - There are some current challenges with SD#41's email service. In particular, emails being sent from the school are not getting through to anyone who is using a free-email provider (i.e. gmail, yahoo, Hotmail, etc.). For this reason, the school has not been able to send out an email about getting volunteer Class Parents. We are hopeful that the email issue will be resolved over the winter break so we can move forward with this initiative in January.
  
- Purdy's Chocolate Sale
  - Sale went smooth this year. We had a good turnout of volunteers to help sort all the orders when the chocolates arrived.
  - The final total of sales and profits will be shared in the January PAC meeting; it is estimated to have earned the PAC approximately \$480
  
- DeVry Poinsettia Fundraiser – America Núñez
  - Sales were not as strong as they had been in the past. However, to meet the minimum order quantity required to have the delivery charge waived, we ordered 144 plants. Once the plants were received, there was a last push for sales. In the end, all plants were sold and the PAC profited \$650.94.
  
- Trivia Night – Sherri & Tommasina
  - At the meeting, Kim Clark provided Sherri with a stack of tickets for the PAC to sell
  - PAC tickets will be numbered beginning at #300; despite the number of tickets actually sold by members of the PAC, the PAC will be given a flat rate of \$500 from the total ticket sales. The remainder of the ticket sales revenue will go towards the Grade 5 Winter Field Trip. (Mr. Tesan and the Grade 5 Parent Group are responsible for all ticket sales revenues over and above the \$500 given to the PAC.)

- Kim also presented the group with a mock-up poster that Bryan had put together which would be printed off, sent out, and posted around the school to advertise the event.
  - Promoting of the event: Trivia Night will be socialized to parents while they wait in line to enter the gym for the Christmas concert. A Grade 5 parent or two will be giving out a small handout (approx. 4" x 4") with the details of the January 29<sup>th</sup> event.
  - In reviewing the mock-up poster, it was noted that there was no space for people to identify whether or not they would require child minding services during the event. That info should be added to the tear-off/return portion of the form.
- PAC Fundraising – Paula
    - Class Gift Baskets
      - Classes are starting to collect items for their baskets but more items are needed. With the winter break approaching, timing may be an issue right now. Suggestion to use the school's listserv to send out a reminder to all families when students return in January.
      - PAC is requesting to have all teachers have their students write reminders in their school planners.
      - An alternative to bringing an item that suits the theme of their class' basket would be for students to bring a contribution of \$1 or \$2. PAC can use those funds to purchase items for the basket.
      - Also looking for anyone to donate baskets that can be used to house the items for raffle.
      - Baskets must be completed by Friday, January 15<sup>th</sup>, 2016
      - Upon completion, pictures of each basket will be taken. A flyer will be created to send out on listserv to help drive interest in the auctioning off of the baskets as well as promote Trivia Night.
  - Cineplex Movie Ticket Fundraiser – Melody E.
    - The sale went over very well. 200 tickets were sold. Proceeds from these sales (\$1.60 x 200 = \$320) will be used to purchase supermarket gift cards for the school to keep on hand and issue to families as required.

**-- Thank you to everyone who supported all our sales events this year --**

## 6. Recaps

- Edo Lunch – Edo Lunch will not be offered in December. The next lunch is scheduled for Tuesday, January 26, 2016.

## 7. New Business

- PAC Executive Review of Budget & Bank Accounts – Janice / Tommasina / Doreen / Melody
  - For all in attendance, the Executive Team shared a presentation reviewing the budget and the three (3) PAC bank accounts (Gaming, General, and Earthquake)
    - **General Account** – the majority of PAC Funded activities go through this account.
    - **Gaming Account** – primary source of funds in this account comes from a government grant. The grant must be applied for annually. As Treasurer, Janice has been submitted the application on behalf of Kitchener PAC. If approved, the Gaming Grant gives \$20 per student, based on the previous school year’s enrolment. Because these funds are “applied for”, they really should not be treated as a given source of funds; in any given year (for whatever reason) we may not be recipients of the grant. Gaming grants funds must be used in accordance to the Gaming Grant guidelines.
    - **Earthquake Account** – ONLY for earthquake supplies. Lisa Lee has volunteered to manage the Earthquake Bin beginning September 2016.
  - For the 2016/17 school year onward, the budget will be revised to reflect more accurate numbers. Expenses will increase with the cost of goods and we are expecting to receive less donated items than in previous years. These donated items have allowed us to minimize costs in many PAC-funded events.
  - From November’s meeting, “**Sherri Boljuncic** motioned and it was seconded (by **Nikki Levis**) for the Executive team to decide upon and share with all what would be a reasonable savings amount to carry year-to-year. **Motion Accepted unanimously**”
    - The Executives have deemed the reasonable surplus balance to be \$10,000.
    - Lisa Lee asked if the CRA (Canadian Revenue Agency) has guidelines in place regarding maximum savings (for a PAC organization). Janice said because our PAC is a non-profit organization, there are no guidelines set by the CRA.
    - At the end of the presentation, the Executives included a proposed guideline for when it comes to funding Wish List Items. They included
      - Technology
      - Health, Fitness & Wellness
      - Literacy & Numeracy
      - Social Emotional Goals
      - Fine Arts / Music
    - Kristy thanked the Executive team for their hard work in pulling the presentation together and sharing their findings
    - Wiljo commented that it’s still hard to see \$15K surplus but the presentation helped to make things a little clearer

## 7. New Business (Continued)

- Admin / Teacher / Staff Wish List Review – Anthony
  - Anthony shared the school’s wish list for 2015/16 with everyone. Each person was given a hard copy of the list. Anthony explained the process taken in putting the list together.
    - Teachers are welcome to submit a list of items they want. Each item must have a rationale and a cost.
    - Anthony compiles all submitted items onto one list and shares it with the staff.
    - The staff reviews the list and cast votes for items they would like to have
    - Based on the votes, Anthony puts together the school’s wish list with the top 10 to 15 items. The list is then presented to the PAC
  - Some of the items on this year’s list included
    - Buddy Bench – new trend being used in some schools across Canada and the United States. Melody suggested that before we even think about installing a new bench, someone should check with SD41 about whether or not our school grounds have the capacity for another bench. (Adding a bench may be a concern for SD41 grounds crew.)
    - Bins for Materials for Reggio type Art projects / building materials – more hands-on learning and supports the new curriculum
    - Bench – for the front of the school. Concerns were raised that there is no space for the placement of a bench in this area. **ACTION: Anthony** to find out if there is actually room for another bench
  - Suggestions were made to help fund some of these items. Can a grant be applied for? Can we get donations from a local business? Online funding? - suggest that we need \$2000 for a Smartboard. Have people (parents, friends, families, public) donate online and watch the money rise.

## 8. Follow-up Item

- Lisa Lee asked for an update on the school mural that was mentioned last year. Having requested it from the School District, Anthony was informed that the murals are not subsidized by the School District. They come with an approximate price tag of \$10,000.

Meeting adjourned at 8:12pm

**Next PAC Meeting**  
Date: **January 14, 2015**  
Time: 6:30pm  
*Please arrive early to get settled and read the minutes*

*“The best way to multiply your HAPPINESS is to SHARE IT with others”*  
- unknown

Happy Holidays Everyone!