

<p style="text-align: center;">Kitchener PAC Meeting Minutes 6:30pm - Thursday, February 18, 2016</p>

Members in attendance:

Melody Eng (Co-Chair)	Vanessa Mar	America Núñez
Tommasina Mele (Co-Chair)	Sherri Boljuncic	Paula Arletto
Doreen Lee (Secretary)	Kristina Murray	Victoria Brendan
Janice Chiem (Treasurer)	Nikki Levi	Wiljo Lum

Staff in attendance:

Anthony Yam (Principal)	Kim Clark (Head Teacher)	Bryan Tesan
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1. Call to order

The meeting began at 6:35pm. The January 2016 minutes were reviewed. **Melody Eng** moved and it was seconded (by **Kristina Murray**) for the minutes to be passed. **Motion Accepted unanimously.**

2. Principal's Report – Anthony Yam

- FSA's (required by the Ministry) for Grade 4 and 7 students are being wrapped up. As there is more public awareness of school "rankings", there is a tendency for parents seeking to enroll their child to ask about Kitchener Elementary's "ranking". Anyone being asked for such information should feel free to direct them to either Mr. Yam or Ms. Clark.
- Basketball season has ended
- Tennis lessons will begin next week and will run until Spring Break
- Track and Field will begin after Spring Break
- Paint the Rink Pink – This year's Acceptance dance, performed to Superstar (Love Inc.) was once again a success. Kitchener students attended the Vancouver Giants game against the Victoria Royals. Staff & students had excellent Lower Bowl seats behind the player benches.
 - There will be a school board meeting on Monday night at Burnaby Central Secondary. Some of our students will be there to perform the Acceptance Dance
- Pink Shirt Day – Morning assembly (9:15am) on Feb. 24th. Parents are invited to attend.
- Look Alike Day (March 1st) – Staff and students may come to school dressed alike. Both staff and students enjoyed this day last year.
- Read to Succeed – The Vancouver Giants wrapped up their Read to Succeed program. Students who successfully completed the program, are eligible to receive a ticket to the Giants March 11th home game vs. Portland

3. Treasurer's Report

Follow-up from December:

- **Poinsettia sales**

actual proceeds	\$1,667	proceeds if all 144 plants sold @\$12	\$1,728
expenses	(1,016)	expenses	(1,016)
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actual net proceeds	\$651	expected net proceeds	\$712

Sales of plants that were not pre-sold were not tracked. Plants were stored in gym. America/Paula had been away during week so not sure if any plants were taken. Therefore we are not clear whether all plants were actually sold. The \$61 discrepancy in proceeds is equivalent to 5 plants.

Going forward, more checks will be put in place. Money will always be in double-custody (always two people present when counting money), deposits slips must be signed by both parties, reconciliation between money received and orders received

- **GM Carter test drive** – funds were deposited in the school bank account, not in PAC's General account in December. Amount raised totaled \$1,275 (51 test drives @ \$25/ea).

January 2016 activities and notes:

- Edo hot lunch in January raised \$130.
- Trivia Night was held on Jan 29 and proceeds totaled \$3,122.60. Funds were deposited in February so will be reflected in the February financials. Still waiting to receive receipts for any expenses needing reimbursement.

Silent Auction	1,826.00
Squares	640.00
50/50	300.00
Food/Coffee	322.60
Toonie Toss	34.00

Disbursements:

- Disbursements from our General Account totaled \$590 for the Edo Hot Lunch (\$540) as well as a retirement gift for Ms. Souther (\$50).
- Disbursements from our Gaming Account totaled \$51 for various supplies for the Pancake Breakfast.

Below is a high-level summary of the financial results for the 7 months ending January 31, 2016:

Per Financial Records (GL)	General	Earthquake	Gaming
Beginning Cash Balance @ Jul 1, 2015	20,670	1,082	4,429
YTD Net Revenue	7,911	-	5,444
YTD Expenditures	(7,256)	-	(627)
YTD Net Rev over Exp	(645)	-	4,817
Ending Cash Balance @ Jan 31, 2016	21,325	1,082	9,246
Per Bank Statement			
Cash in Bank	6,423	1,082	9,246
Less: Outstanding Cheques	(540)		
Cash (Float for various events)	50		
ST Investments	15,392		
	21,325	1,082	9,246

4. DPAC Report - Tommasina

- Feb. 24th PIE will be held at Burnaby Central Secondary. “Taking Social Emotional Learning Home” is topic; Suzanne Vardy presenting. PIE is open to all parents of students enrolled in SD#41. Anyone interested must pre-register. Visit www.burnabydpac.com for details.

5. Committee Updates

- No updates to report on*

6. Recaps

Trivia Night

- The bar did not yield the results expected. The key driver was the complimentary drink that was given with every ticket sold. Because there was so much unknown about having this event for the first time at Kitchener, the PAC Executives with the exception of Doreen who, because she has a Grade 5 student (which poses a conflict of interest) proposed that PAC forgo the \$500 it was to have received from ticket sales (agreed to in the Nov. 2015 meeting). Discussion followed and agreed that the final decision of the \$500 would be put to a vote for all. **Melody** motioned and it was seconded by **America** that PAC not take the \$500 that we had previously agreed upon. **Motion accepted unanimously**. The \$500 will go to Mr. Tesan to support the Grade 5 Winter Trip to Manning Park.
- Mr. Tesan expressed his thanks to the PAC for a well-organized event; appreciated how much the PAC participated and put into making the event a success.

- Thank you cards - Contacted businesses (approximately 65) donated generously at to cost to the PAC. **Doreen** motioned and it was seconded by **Victoria** to spend up to \$65 for postage stamps to be used to send Thank You Notes to business who donated to the success of our event. **Motion accepted unanimously** Bryan asked if he could include hand-made thank-you notes from the Grade 5 students. Request was accepted. Cards to be sent out before Spring Break.

Action: Bryan: work with Grade 5's to put together appreciation notes

Doreen, America & Paula: prepare the Thank You Cards & find a way to incorporate the appreciation notes from the students. *Cards to be in the mail by March 11th.

- Wiljo asked if PAC would provide extra funding to the 2016 Grade 5 Winter Trip. After further discussion about each group's (PAC & Grade 5s) final proceeds, both groups netted roughly the same amount of money. Being that this is the first year of the event, it was concluded that PAC forgoing the \$500 in ticket sales revenues would be sufficient. (Each group ended the event with approximately \$2500 - \$2600)
- A round table discussion took place to hear what members found worked/did not work and what were the positives/negatives of the event

	Feedback	Improvement Opportunity for 2017
Toonie Toss	Already too much going on; gym floor is not ideal; it offered too much 'slide'	Eliminate the Toonie Toss
50/50	Ticket seller thought it would have done better	None. In the end, the raffle did quite well; netting \$300 to the winner.
Social Aspect	People felt they had no time to mingle & socialize Reasoning: <i>Trivia needs to keep a particular flow. If the flow is interrupted, we lose people</i>	Open doors at 6:30pm (30 minutes before the Trivia Portion starts). Allows people to socialize and browse the Silent Auction items
Buy a Square	Was successful. Demand for squares exceeded the number of squares available to purchase.	Consider making "Buy a Square" the main revenue source at the event; offer HIS and HERS boards. Buy a Square requires less effort than the Silent Auction. Limit the auction to high-demand items.
Classroom Baskets	Described as a hit & miss	Reassess this portion for next year. Can it be improved?
Bartenders	Did an amazing job	Possibly having three or four people taking shifts to work the bar throughout the night

	Feedback	Improvement Opportunity for 2017
Childcare	Some parents were under the impression that there would be more people providing the child care services; more people & older people Another person's feedback was that their friend's 3-yr old daughter had so much fun at childcare that she didn't want to leave. The girl's parents left the event feeling very appreciative of the services offered	More adult volunteers to take shifts in the child-minding area
Silent Auction	The closing of the Silent Auction was amazing! Melody, Tommasina, and Janice were able to complete all transactions without disrupting Trivia	Look for others to volunteer to help out in shifts

7. New Business

- Clothing Drive – During the week of Feb. 29th to Mar. 4th, the school will be accepting *gently-used* children's clothing (sizes 5 -16). Items collected will be made available in our pop-up 'store' to those who have a need to 'shop'. There are no costs associated with the store. All items will be free to those who wish to take advantage of this opportunity. For full details, refer to the flyer sent out on listserv on Feb. 18th.
- 2015/16 Staff Wish List
 - Based on the financial review provided by the Executives in December, it was recommended that we allocate \$5K to support the Staff Wish List
 - When asked how many teachers are using the Smart Boards and/or Media Carts, Mr. Yam comfortably affirmed that all teachers are using these tools; adding that it would a great asset if each room was equipped with either a Smart Board or a Media Cart. At current, we have 12 occupied classrooms, 4 media carts, 2 smart boards, and 1 BrightLinks Projector/Board
 - **Sherri** motioned and it was seconded by **Nikki** to spend up to \$10K on the 2015/16 Teachers' Wish List. *10 In Favour 1 Opposed None Abstained* **Motion carried**
- Voting Protocol for Wish List Items
Wiljo motioned and it was seconded by **Tommasina** that we exercise "Secret Ballots" in determining which Wish List items to support. *9 In Favour None Opposed 2 Abstained* **Motion carried**

Meeting adjourned at 8:24pm

Next PAC Meeting
Date: **March 10, 2016**
Time: 6:30pm
Please arrive early to get settled and read the minutes