

# MINUTES

## Kitchener Elementary School PAC Meeting

September 14, 2016

6:30 p.m.

### Members in Attendance:

Tommasina Mele (Co-Chair)	Doreen Lee	Victoria Louie
Tracey Mayede-Lok (Co-Chair)	Kristina Murray	Paola Arletto
Janice Chiem (Treasurer)	Kristy Dellebuur O'Connor	Gina Ko
Lisa Lee (temp Secretary)	Sherri Boljuncic	

### Staff in Attendance:

Deb Taylor (Principal)	Chris Phillips (Head Teacher)	Bryan Tesan
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#### 1. Call to Order

Tommasina called the meeting to order at 6:30 pm. Introduced Tracey as her co-chair.

*Tommasina moved to pass the Minutes from June 2016, and was seconded by Kristy. Motion accepted unanimously.*

Tommasina welcomed everyone back to school, and a round table introduction was done.

#### 2. Principal's Report (summary attached)

Deb reviewed her report and highlighted the two areas in the budget that teachers use to plan for the school year -- field trips (\$13/student) and consumables (\$200/classroom). These two budget items were approved later in the meeting (see BUDGET).

#### 3. Treasurer's Report

Janice reviewed the June 2016 financials (attached, 3 pages). She is still expecting some expenses that need to be entered (i.e. not all media cart expenses were processed yet).

She provided an overview of the budget for 2016-17. During her time with PAC, Melody was able to get many items for free through her community connections, but with her departure the financials need to reflect actual costs.

It was brought up that the Student Volunteer Thank You pizza lunch wasn't in the budget. The school had covered the cost last year but it was agreed that the funds would come from Sports Day/Sun Run expense lines as these haven't been spent in a few years.

*Kristy motioned to pass the 2016-17 budget, Tommasina seconded the motion. Motion accepted unanimously.*

In regards to the Teachers' Wish List, it was agreed that PAC would let Deb know after the Trivia Night Fundraiser how the budget looks.

#### **4. DPAC Report**

Kristina announced two DPAC events coming up -- Treasurer's Workshop / PAC 101 on October 4 and Helping Parents Pro-actively Understand the Enabling Power of Digital Tech and Mobile Communications (see attached).

Tracey is attending the PAC 101 workshop. Tommasina will join Kristina at the next DPAC meeting on September 19.

#### **5. Recaps/Updates**

The Vancity bank account has been updated with Tracey as a signing authority.

In the past, TELUS gave approximately \$1,000 to Kitchener for the sole purpose of earthquake kit related expenses.

*ACTION: Lisa and Tommasina will connect with Melody and Deb to see the bin and replenish supplies and discuss a parent-involved earthquake drill (where parents are notified in advance of drill and participate in practicing pick up responsibilities).*

#### **6. New Business**

##### **A. Trivia Night & Grade 5 Manning Park Trip 2017**

Bryan is in discussions with Manning Park for the Grade 5 trip and is considering January 25-27, one month earlier than last year. Payment of \$900 deposit to Manning Park and \$500 deposit for the bus would be required. Deb offered that the school could front these deposits with the agreement that PAC would reimburse after the Trivia Night fundraiser.

Trivia Night was approved for January 20, less than a week before the trip. It will be expressed to all families who sign up, that it is their responsibility to cover all expenses and that fundraising would help offset some of the cost.

Funds raised from Trivia Night will be split 50/50 between PAC and the Grade 5 students. PAC has committed to support this event.

*ACTION: Bryan will recruit Grade 5 parents to volunteer on the fundraising committee along with some PAC members.*

##### **B. Welcome Back BBQ**

The BBQ will be held on September 28, which is a week later than usual, so that teachers are able to attend (it has usually coincided with Social Emotional Conferences, so staff are unable to attend). Pro Organics has confirmed their donation of lettuce, tomatoes, and onions. There is concern about having enough volunteers at the event.

*ACTION: Paola will canvas the school grounds to solicit help among parents but if this effort doesn't produce enough volunteers, the BBQ may not run (decision will be made on September 16). Tracey will also provide a call for volunteers email request for Chris to send via List Serve.*

### **C. Walk-a-Thon**

The walk is scheduled for October 12, with the K's through Grade 3 walking 2.5 kms and the Grade 4-7's walking 5 kms. Pro Organics has confirmed their donation of 40 lbs of apples.

*ACTION: Tommasina and Lisa will review the walk route to ensure safety and adjust accordingly. Paola is also recruiting volunteers, and the List Serve email will help as well. Tracey to follow-up with Starbucks for coffee donation. Tommasina to contact Vancity and the Community Police office for volunteers. Tracey will finalize the pledge forms and provide to Sherri for printing with pledge numbers.*

### **D. Family Photo Night**

Life Touch has tentatively booked our fundraiser family photos on October 4 to coincide with individual photos that day. Time slots are available between 5:00-8:00 p.m. for \$20/family. A sign-up sheet was passed around and a minimum of 10 sessions is required. All proceeds to PAC.

*ACTION: Tommasina will place posters around the school, and provide info for a List Serve email.*

### **E. PAC Hot Lunch Fundraising**

This year, the hot lunch may alternate between Edo and Subway (still to be determined).

### **F. GM Drive 4 Our School**

Tracey provided Deb with an overview of responsibilities for all parties involved, which she has shared with the school district. Date is still to be determined for a weekend in October or November, tentatively holding October 15 as an option.

*ACTION: Tracey to connect with Kristen to confirm availability.*

### **G. Volunteers Needed**

Trivia Night Fundraiser

Welcome Back BBQ

School Walk-a-Thon

GM Drive 4 Our School

PAC Secretary (attending monthly meetings, taking and distributing notes)

Safety cones in mornings (setting up 6 cones on Gilmore to deter speeding, daily)

Website Admin (maintaining website, as needed)

### **H. PAC Google Account**

Claude will deactivate as is hasn't been used in awhile.

### **I. Other**

Poinsettia's and Purdy's fundraisers will take place if a volunteer is found to take ownership of them.

Meeting adjourned at 8:10 p.m.

*Next meeting is on Wednesday, October 12, 2016 at 6:30 p.m.*