

Kitchener Elementary School PAC - Meeting Minutes

January 11, 2017

In attendance

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

Staff

Deb Taylor (Principal)

1. Call to Order

- Meeting was called to order at 6:35pm.
- December 2016 minutes were accepted – moved by Tommasina, seconded by Nikki; passed unanimously.

2. Principal's and SPC Report – Deb Taylor

- Hope everyone had a wonderful break and had time to enjoy the snow. Thank you for your support regarding the management of the snow removal. I believe we received more consideration as a result of your calls. I am looking forward to the rain and warmer temperatures next week.
- January is a busy month, with FSA's for grades 4 and 7, Grade 7 speeches, Grade 7 transition visit to Alpha, YPC for our intermediate students, Celebration of Learning Assembly on Jan 24 at 9am, Grade 5 camp Jan 25-27, Trivia Night on Jan 20, to name a few things.
- Grade 6/7 girls and boys basketball has begun. Games start next week. Thanks to Mr. Lam and Ms. Melatini for coaching and providing students with this opportunity.
- We have had some ground beef served this week that looked pink. When the caterer was called he supplied us with research based information to inform us that it is the temperature that should be the deciding factor and not colour. There are many factors which affect the colour of meat.
- Staff Wish list will be brought in February. Prioritizing the Primary and Intermediate Wish Lists will be done at Jan staff meeting.
- The staff is looking at having the volleyball nets repaired instead of being replaced (as it should be less expensive).
- Deb asked if the PAC minutes are emailed to all parents? No, but they're on both the Kitchener website and the PAC website, therefore available and accessible to all parents. It was discussed that from now on, minutes on the websites will not have financial information for security reasons. **ACTION: Kristina** will ensure that past minutes are on the websites and email them to Mr. Phillips and Tracey if they're not.

- Sherri asked if there are student led conferences this year – yes, in March (primary) and April (intermediate).
- Maybe move the Book Swap to February or March as January is a busy month? Tentatively March 3 – TBA.

3. Treasurer’s Report – Janice Chiem

December 2016 Activities:

- Edo hot lunch in December raised net proceeds of \$239.
- The poinsettia fundraiser raised net proceeds of \$848, compared to \$651 last year. 186 plants were ordered (144 min. required for free delivery) and an additional 6 were given to us at no charge. 180 plants were sold at \$12 each. The extra plants were donated to various places including Vancity, and a seniors’ home.
- The Purdy’s fundraiser raised \$764, compared to \$495 last year.
- In December PAC received the funds from the GM test drives (2015 & 2016) totaling \$2857.84 from the school, as well as \$26.73 for reimbursement of 50% of the cost of the gift basket purchased for GM.
- During the month PAC also received the annual grant from the School District of \$166.

Disbursements:

- Disbursements from our General Account totaled \$1,278:

Edo Japan/juice – hot lunch	\$561
Flowers for Hip Hop instructor	20
Media cart for add’l division	697
- Disbursements from our Gaming Account totaled \$719:

Pancake Breakfast	\$674
Library Resources	45
- Below is a high-level summary of the financial results for the 6 months ending December 31, 2016:

Per Financial Records (GL)	General	Earthquake	Gaming
Beginning Cash Balance @ Jul 1, 2016	19,566	1,082	4,919
YTD Net Revenue	13,093	-	5,563
YTD Expenditures	(8,368)	-	(762)
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YTD Net Rev over Exp	4,725	-	4,801
Ending Cash Balance @ Dec 31, 2016	24,291	1,082	9,720
Per Bank Statement			
Cash in Bank	8,679	1,082	9,720
Less: Outstanding cheques			
Cash (Float for various events)	50		
ST Investments	15,562		
	24,291	1,082	9,720

4. DPAC Report – Kristina Murray

- Nothing new to report as there's been no meeting yet this year. Just a reminder that the next DPAC PIE - "Parents' Guide to Keeping Their Children Safe Online" is on January 25, 2017 at 7pm at Maywood Community School. Registration is required: www.burnabydpac.com

5. Recaps/Updates – Co-Chairs

- Pancake breakfast – Tracey/Tommasina: event was great. Thanks to all the volunteers who helped out. Deb thought it was great – maybe there could be a table for teachers next year? Sherri asked if a drill could be purchased by the PAC (to mix the pancake dough)? **ACTION: America** will see about getting one donated instead.
- Trivia Night – Nikki: so far approx. 110 tickets have been sold. Extra tables are being delivered on Wednesday from Alpha. A motion was put forward by Sherri to purchase a flat bed dolly up to \$100 to use for various PAC events. Seconded by Nikki; all in favour – passed. Sherri will buy it this week so it's available for Trivia Night. Deb will check if the gym is available to start setup a bit earlier. Lots of great items have been donated for the Silent Auction. Cheques and cash are in the safe and Nikki will hand over to Janice next week for deposit. See attached **Appendix 1** for more Trivia Night details.

6. New Business

- Snow removal – Tracey: on January 3 Tracey called the City of Burnaby and they informed her that it's the school districts responsibility to clear snow and ice from the sidewalks around the school. Eventually the School Board sent in extra trades people to clear the ice and snow.

- Saleema Noon - Sexual Health Educator – Deb: an evening presentation for parents and daytime presentation for the students is \$850 plus GST (\$500 for students and \$350 for parents). Nikki motioned to have Saleema Noon come to the school this year to speak to both parents and students. Seconded by Tracey; 9 in favour, 1 abstained – passed.
- Literacy week – see Principal’s report above.
- Janice asked if the wish list could be sent out to parents before the next meeting? Deb will send it to the Co-chairs and Tracey will email to parents with the February Agenda.
- Elsa let the Co-Chairs know that Binita has the PAC Santa suit.
- Sports Day – Deb: House team colours are changing this year to aboriginal colours and will also be affiliated with an aboriginal animal. Points will be accumulated throughout the year, not just on Sports Day. A points board will be posted for kids to see.
- America asked that each parent receive a breakdown of the cost of the Manning Park trip for their child with the tickets they sold deducted. **ACTION: Deb and/or Nikki** will talk to Mr. Tesan about this?
- Paola asked about having another GM Drive in March or April? **ACTION: Tracey** will check with Kristen V.

7. Adjournment: Meeting was adjourned at 8:07pm by Tommasina Mele.

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

Appendix 1

Trivia Night Update

Only one request for childcare so far – we advised folks that ticket and childcare requests were due Jan 13 (Friday) – a reminder on Thursday in the planners would be great.

Tidbits:

Do we need to buy plates for pizza? Who can do this purchase? *Supplied by FreshSlice.*

Pre-event tasks

Ticket management: Nikki L. & Wiljo L.

Decoration purchases: Dorothy E. – table cloths purchased; balloons on day of event

Signage: Kristen V painted signs for the walls (bar, silent auction, tickets, welcome)

Bar (alcohol and pop) purchase: Sherri B.

Snacks purchase: Nikki L.

Set up (3:30pm on Friday Jan 20 – Big Gym)

Elsa D, Megan H, Kristy D, Shirmy L, Gina K., Tommasina M., Cynthia S. (more welcome)

Greeters/Door Sales – Doors open at 6:00, please arrive by 5:45

Nobu K., Dorothy E., Elsa D.

Bartenders – Bar open 6:00 – 10:00pm

Shift One: Paul O. & Milan B (6:00 – 8:00)

Shift Two: Megan H. & Kristina M. (8:00 – 10:00)

Bar Ticket Sales – tickets available for purchase from 6:00 – 10:00

Shift One: Mike N. & Claude T. (6:00 – 8:00)

Shift Two: Anthony M. & Wiljo L. (8:00 – 10:00)

Childcare supervisors (Room open from 6:00 – 10:00) (Check in with child-minders periodically – do not need to stay in childcare room)

Shift one: Megan (5:45 – 7:30)

Shift two: Nobu (7:30 – 8:45)

Shift three: Rachel (8:45 – 10:00)

50/50 Sales – periodically throughout evening/Roving Snack Sales (bags of chips)

Nikki, Dorothy & Elsa (can be done at same time as 50/50 sales)

Pizza sales (6:00 – 9:30)

Paola & America & Tracey?

Silent Auction (6:00 – 9:45)

Paola, Tommasina M., Tracey M.

Cash Tally (10:00)

Kristy D & Janice C

Clean up (10:00 – finished)

Anthony, Rachel, Wiljo, Auton, Elsa, Kristy, Paul, Sherri, Nikki, Mark (everyone welcome!)