

# MINUTES

## Kitchener Elementary School PAC Meeting

October 12, 2017@ 6:30 p.m.

### Members in Attendance:

Tracey Mayede-Lok (Chair), Janice Chiem (Treasurer), Kristina Murray (Secretary), Y. Zheng, Doreen Lee, Will Chou, Nikki Levis, Wiljo Lum

### Staff in Attendance:

Deb Taylor (Principal)

#### 1. Call to Order

Tracey called the meeting to order at 6:38pm. *Doreen moved to pass the Minutes from September 2017, and was seconded by Tracey. Passed.*

#### 2. Principal's Report (*Appendix 1*) - Deb Taylor

Classes lining up outside - a question was asked about students lining up outside after recess and lunch. Deb explained that all classes are going in separate doors now so it's more controlled and not everyone is coming in the front doors at once. A parent asked if all classes could line-up under cover as the weather gets worse. Deb will check with the teachers.

Lice - Deb mentioned that if it's discovered that a child has lice when they're at school, that child is allowed to stay until the end of that day. Once they have gone home, a testament must be done before they're allowed to return to school.

#### 3. Treasurer's Report - Janice

BBQ - just over \$1000 was made.

Gaming Account - \$5880 has been approved. Deposit will go in soon.

2017/2018 Draft Budget - the budget was discussed and Family Photo Night, GM Test Drive, School Yearbook, Vancouver Giants, BCCPAC membership fees, ad PAC Babysitting were removed. Please see the attached Budget for what remained or was added to this year's budget.

Tracey and Deb mentioned that the school is receiving a one-time "student learning grant" for 2017/2018 which will cover this year's tennis fees, hip hop lessons, one school wide event, iPads and one iPad charger bin.

#### 4. DPAC Report - Tracey

Next meeting is Monday, October 16. We still need a new parent or two to attend on Kitchener's behalf. For more info please visit [www.burnabydpac.com](http://www.burnabydpac.com).

*Action: Let Tracey know if you're interested in attending.*

#### 5. Recaps/Updates - Tracey

##### A. Fall BBQ, Terry Fox Run, Walkathon

Fall BBQ - another great success (over \$1000 was made)! It was agreed to keep the BBQ on the same day as the Parents as Partners Conferences as more parents and teachers are able to attend.

Walkathon - some classes did not have enough parent volunteers and Tracey was short on volunteers for along the route. It was discussed that maybe for next year the walk is done around Willingdon Park only so that less volunteers are needed or maybe hold read-a-thon instead?

Donor thank you cards - Tracey mentioned that cards have been sent from the PAC in the past, but this year she's getting the kid's to do it. Deb will talk to teachers. Cards will be sent to Starbucks and Pro-Organics for the above three events and more will be sent after the Pancake breakfast and Trivia Night (from the grade 5's).

**B. Trivia Night, Nov. 17 - Kristy and Nikki (Appendix 3)**

Nikki brought forward information/questions from the Grade 5 parent meeting last night. A \$200 float was requested for the bar and a small float for at the door - Janice will do. Who is leading the Silent Auction/class baskets this year? Tracey will check with Paula and America. Tickets will be available for sale via the grade 5 students soon. Janice will apply for the licence. PAC volunteers are needed to sell 50/50 tickets - Kristina and Tracey volunteered. Deb confirmed that the gym will be available at 1:00pm for setup. It was mentioned that maybe a letter should go home or be sent via LISTSERV to ask for more parent volunteers. Any donations collected via friends or yourself, please let Tracey or Kristy know.

*Action: Janice, Tracey, Kristy - as above.*

**C. School Yearbook**

Not doing this year.

**D. 2017/2018 PAC Executive**

Nikki nominated Tracey for Chair, seconded by Wiljo. Nikki nominated Janice for Treasurer, seconded by Wiljo. Nikki nominated Kristina for Secretary, seconded by Wiljo. Hearing no further nominations, Nikki announced Tracey as Chair, Janice as Treasurer and Kristina as Secretary for the 2017/2018 School Year.

*Action: A Vice-chair or Co-chair is still needed. Please let Tracey know if you're interested.*

**6. New Business - Tracey**

**A. Purdy's / Poinsettia's**

Purdy's - Kristen will spearhead and coincide with poinsettia pick-up day.

**B. Art Cards by Kids**

Will thought this may be a good replacement fundraiser since it has been hard to find parent volunteers for the walkathon, etc. Christmas cards are the more popular option, so tot late to do this year.

*Action: Will offered to take on this fundraiser and will research cost, timing, etc.*

**C. Athletic Wear**

Tracey asked if there would be an interest in shorts with the Kitchener logo on them? Maybe in the Spring would be a good time as parents have already bought this year's gym strip. It was suggested that a pre-order form be sent out (similar to the BBQ food request form) to ensure there will be enough orders.

*Action: Tracey will contact the shorts supplier about placing an order in the Spring.*

***D. Library Volunteers***

Kay Soloman asked for volunteers to help in the library. Tracey recommended that she send a letter to the whole school via the LISTSERV.

7. Meeting adjourned by Tracey at 8:16pm

*Next meeting is on Wednesday, November 8, 2017 at 6:30 p.m.*

## **Appendix 1**

### **October PAC Meeting – Principal's Report**

#### **Walk-a-thon**

Unfortunately, we had to cancel the Walk-a-thon today as the radio reported a chance of lightening. Staff suggested that we use some of the time for Big and Little Buddies to get together and read. At recess there was thunder and the students were brought in to finish recess in their classrooms. Thanks to all the parents and volunteers who came to supervise at street crossings. Some stayed to read with children in classrooms. The students also appreciated apples that PAC provided from the generous donation from Pro Organics.

#### **Cross-country Relay Teams**

The Awards Meet was held on Tuesday, October 10. Izabell manji received a second place ribbon. Our school showed excellent sportsmanship. Thanks to Mr. lam and Ms Zucchetto for coaching the team.

#### **Volleyball Team**

Volleyball practices have begun. Our Grade 6/7 boys are being coached by Mr. Tsen and Ms Melatini and our girls are being coached by Mr. lam, Ms Yu and Mr. Lam. Boys games will be held on Tuesdays and girls games on Thursdays. Thanks to PAC paying for the repair of our volleyball nets, we are able to host some of the games.

#### **BC Shakeout**

Once again we will be participating in BC Shake-Out at 10:00 am on Oct 19. This year we will be preparing to practice a full evacuation with parent pick-up in the late Spring.

#### **Reminder**

School will be closed to students on Oct 20 and Oct 23. Teachers will be participating in professional development activities and will be using time to plan and collaborate around the redesigned curriculum, core competencies, and ADST.

#### **Halloween**

We will be holding our Halloween parade on Oct 31 @ 9:15. Students are asked to leave scary costumes, masks, and pretend weapons at home. The Grade 6/7 students will be enjoying their first dance of the year in the afternoon. Other classes have many activities planned which individual teachers will communicate to parents.

Respectfully submitted,

Deb Taylor, Principal

## **Appendix 3**

### **Trivia Night Summary for Oct 12 PAC meeting Minutes - Kristy**

1. Janice will take care of the floats – need a larger float at the bar/food sales table with more small currency (i.e. 200 float, all in 1, 2, 5 & 10 dollar currency). We also need a float at the door for door sales. Small float also needed for 50/50.
2. Tracey is taking the lead on the silent auction on behalf of PAC (i.e. class baskets)
3. Ticket request forms are going home in the Grade 5 camp package on Friday Oct 13 – initial requests are due back Nov 3 (with the forms for camp). After that we can send out ticket request forms school wide to sell remaining tickets.
4. Janice will apply for the 50/50 license. We need volunteers to sell tickets throughout the evening.
5. A volunteer request letter is being included in the Grade 5 camp package in order to reach all parents/guardians, including those who were not at the info meeting on Wednesday evening. However, we need volunteers from within PAC to also fill in the gaps for the evening. If we find we have an abundance of volunteers, shifts can be shortened to 1 hour instead of 2, making the evening more accessible to everyone. Tracey, Janice, Kristina and Wiljo were at the meeting & offered to help. Tracey will follow up re: sending a volunteer call out via the listserve.
6. We need volunteers to assist with pizza serving throughout the evening, as well as more people to sell bar/food tickets and to do 50/50 sales throughout the evening.
7. No one stepped forward to run childcare for the evening so we will not be offering it this year. We can re-instate next year if the interest / capacity is there.
8. Deb Taylor will confirm whether we can have access to the gym at 1:00 to set up.