

MINUTES

Kitchener Elementary School PAC Meeting

December 14, 2017@ 6:30 p.m.

Members in Attendance:

Tracey Mayede-Lok (Chair), Janice Chiem (Treasurer), Kristina Murray (Secretary), America Nunez, Paola Arletto, Doreen Lee, Sherri Boljuncic, and Kristy Dellebuur-O'Connor.

Staff in Attendance:

Deb Taylor (Principal)

1. Call to Order

Tracey called the meeting to order at 6:34pm. *Tracey moved to pass the November 2017 Minutes and was seconded by America - passed.*

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

Kitchener Staff and Admin have put together 14 Christmas hampers for Kitchener families. Deb asked if the PAC is able to donate some money so that gift cards (for turkeys) can be purchased for the hampers. \$350.00 would be required to purchase 14 x \$25 GC's (see New Business, item B).

There is now a full-time custodian at Kitchener. The daytime custodian works 10am - 3:30pm and the nighttime custodian works 3pm - 11pm. The district custodial jobs were offered by seniority, so Godwin is working 3-11 and Chris Sing 10-3:30. When parents asked at the DPAC meeting who takes care of the school before 10am (ie. glass, garbage, ice, etc), the answer from the School Board was the Administrator.

3. Treasurer's Report - Janice

A parent asked if the School District Grant was the PAC grant? The School District Grant is separate from the gaming grant. The school district gives us \$118 + \$0.17/FTE student. This year's grant came to \$167.30 and can be used toward parent education/communication/volunteer recognition/committee operations. We have traditionally used it for the PAC year-end dinner. (Parent-focused) The Gaming Grant comes from the Province and we receive \$20/student. This year's gaming grant came to \$5,880. Uses must benefit the students and must be extra-curricular in nature. (Student-focused)

Some poinsettia money is still coming in, therefore final numbers are TBA.

The PAC received three Purdy's gift cards as a reward for doing the online fundraiser. The GC's were passed on to Deb who will use them to purchase gifts for the hampers.

4. DPAC Report

For information on meetings, events or minutes please visit www.burnabydpac.com.

5. Recaps/Updates - Tracey

A. Trivia Night, Nov. 17 - Kristy

The event went smoothly and everyone had a great time. It seemed less stressful this year and November was a good time to hold it. Stan's Pizza was great - they also gave gift certificates which were used as between-round prizes.

A parent asked if the thank you cards have been sent to Trivia Night donors? Tracey said not yet, as the grade 5 students will make the cards in January (PAC will pay for the postage). Deb will let Mr. Tesan and the grade 5 teachers know.

There was less involvement from the the grade 5 parents this year. Some parents maybe didn't get the connection between camp and the Trivia Night fundraiser, or maybe there was a cultural/ language issue? This should be looked into next year.

To confirm, the proceeds from the Trivia Night will be split 50/50 between the PAC and grade 5 camp.

Action: Kristy will make sure that next year all the grade 5 families understand the link between the Trivia Night fundraiser and grade 5 camp fees.

B. Poinsettia's / Purdy's

Both fundraisers were a success. Thank you to Kristen, America and Paola for running them again this year. The Poinsettia fundraiser raised net proceeds of \$557 to date compared to \$848 last year. 144 plants were purchased + 6 extra free; collected payment for 131 plants.

The Purdy's fundraiser raised net proceeds of \$970, this is up from last year which was \$764.

C. Pancake Breakfast - Friday, Dec. 22

Candy canes have been donated by London Drugs, buttermilk pancake mix will be purchased from Save-On-Foods (they price-matched Walmart), oranges are TBA (Nikki), and Sherri purchased Aunt Jemima syrup as it is allergen-free. Volunteers are organized. Mr. Philip's class will help setup the tables and chairs in the Big Gym (a table will be available for younger siblings) on Thursday afternoon. The Santa suit was found and Mr. Tesan's dad volunteered to be Santa (a thank you card and Tim Horton's GC will be given to him). The grills are coming on Thursday afternoon.

6. New Business

A. Teacher's Wish List for 2017/18 - Deb

1. 30 x three-quarter guitars at \$135 per	\$4,050
2. New PA amplifier (Big Gym)	\$700
3. New school jerseys (for sports teams - approx. 100)	\$2,500
4. ADST (Applied Design, Skills & Technology) materials - enough for one class	\$1,000
5. 4 x Edu-pack OSMO Kits (shared by 8 classrooms)	\$850
6. Intermediate LLI Kit (Primary already has)	<u>\$4,950</u>
TOTAL:	\$14,050
7. Media cart OR ceiling mounted projector (for new classroom)	Price TBA

Long-Term Projects (to save for/put money aside for each year):

1. Some accessible playground equipment	prices TBA
2. Outdoor Learning space	\$7,000 - \$10,000

A parent asked if less guitars could be purchased? Deb said that the music teacher needs all 30 so that all students in a class could have their own to use during music class.

Janice explained the budget and concluded that \$9,000 could be spent but would have to come from the PAC's short term investment account. A parent asked if any of the items qualify for gaming money? Janice explained that there is no money available in the gaming account anyway.

Tracey received a letter from the Burnaby School Board stating that PAC's can receive a "possible School Board playground grant" which would cover 50% of the cost. Moved forward to the 2018/2019 school year (applications are accepted the third week of January).

Action: *Parents are asked to review the wish list as items will be voted on at the January 2018 PAC meeting. Tracey to add an agenda item regarding applying for the School Board Playground Grant to the September (?) PAC Meeting Agenda.*

B. Gift Cards for Hampers

As per Deb's request, the PAC agreed that giving the school \$350 to purchase gift cards would be a nice idea. The funds could come from the School District Grant (\$167 - instead of using it to buy a PAC thank you dinner), and/or from this months Subway Lunch proceeds (\$200.). *Kristy motioned that the PAC give \$350.00 to the school so that Deb can purchase 14 x \$25 gift cards for the Christmas Hampers. Seconded by Sherri; all in favour - passed.*

C. PAC Room - Kristy

The PAC and Science storage room needs a major clean up. Deb recommended that the Science supplies be put out onto a table for the staff to keep or toss. Tracey thought that the room could be cleaned out one day next Spring? Kristina, Sherri and Kristy volunteered to help.

7. Meeting adjourned by Tracey at 8:16pm

Next meeting is on Wednesday, January 17 at 6:30 p.m.

Appendix 1

December PAC Meeting – Principal's Report

Reports cards are being completed and will be sent out next Wednesday, December 20, 2017. We hope if parents have any questions or concerns that they will contact their child's teacher before we break. There is an opportunity if you wish to have a conference with your child's teacher. It is planned for Thursday, January 11, 2018 from 3:15 – 6:30. This conference is only meant for parents who have specific questions or concerns. Please see your child's teacher if you would like an appointment.

A reminder that there is an early dismissal on January 12, 2018 at 2:15.

The whole school is busy with practicing for our Winter Concert, "Santa Goes Green". A letter has gone home for parents to order up to 2 tickets per family for the evening performance. Those attending the evening concert will need a ticket. We are encouraging parents with young children to come to the afternoon performance. No tickets will be required for this performance and there will be mats set up at the front for little one and parents to sit. This gives little ones a chance to get up and dance with the songs. We only ask that you not let your child join the play.

Concert times:

- Afternoon Performance: - 1:30 with doors opening at 1:15 and
- Evening Performance – 7:00 with doors opening at 6:30. Please note that in the evening all doors will be locked until 6:30 except for the cast who will meet in Miss Reid's Room in the Main Building. All other students have been assigned to rooms in the Annex which will open at 6:30.

I will leave the rest of my report for the Wish List.

On behalf of the Staff and Students, I want to wish you and your family a joyous season full of lots of fun, family times.

Merry Christmas,

Deb Taylor, Principal