

## Kitchener PAC Meeting Minutes 6:30pm - Thursday, September 10, 2015

**In attendance:** Melody Eng (Co-Chair), Tommasina Mele (Co-Chair), Doreen Lee (Secretary), Janice Chiem (Treasurer), Paola Arletto, America Nunez, Vanessa Mar, Kristina Murray, Victoria Brenden, Victoria Louie, and Sherri Boljuncic

**Staff:** Anthony Yam (Principal) and Kim Clark (Head Teacher)

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### 1. Call to order

The meeting began at 6:30pm. The June 2015 minutes were reviewed and accepted. Motion to pass the minutes by Melody; seconded by America. All in favour. Motion passed.

### 2. Principal's & SPC Report – Anthony Yam

- a. Classes - Received Board approval to add one more class for the current school year. That brings us up to 12 divisions. There is a current posting out for a new teacher to take on this additional class.
  - As of Sept. 10<sup>th</sup>, the enrollment at Kitchener is 276 students and four (4) more students waitlisted. The addition of one more class will accommodate those on the waitlist.
  - Administration is hopeful that classroom assignments for the school year will be out on Monday, Sept. 14<sup>th</sup>.
- b. As the first week of school wraps up, students will be taken to Willingdon Park on the morning of Sept. 11<sup>th</sup>. There will also be a school-wide assembly on the same day.
- c. Cross-country – Begins on Monday, Sept. 21<sup>st</sup> for students in Grades 4 thru 7
- d. Early dismissal – To accommodate for Social Emotional conferences, students will be dismissed at **2pm on Tuesday, Sept. 22<sup>nd</sup> & Friday, Sept. 25<sup>th</sup>**
- e. Social Emotional Conferences
  - Tuesday, Sept. 22<sup>nd</sup> 2:10pm – 5pm
  - Thursday, Sept. 24<sup>th</sup> 3:10pm – 7pm
- f. Staff Wish List – Anthony has already started discussions with the staff for this year's list. Staff will continue their discussion; Anthony hopes to have the final Wish List for the 2015/2016 School Year available for the October PAC meeting.

### 3. Treasurer's Report

June 2015 activities:

- Net proceeds from the year-end BBQ (held on Jun 10) totaled \$675.
- We received the School District grant of \$163.
- Yearbook sales during the month totaled \$1270. We had purchased 151 copies for a total cost of \$1500. Copies are still available for sale. There is no markup in price to keep cost affordable for families.

Disbursements:

**General Account** totaled \$6,698:

PAC thank you lunch	\$108
8 ipads	3904
Year-end BBQ	644
Yearbooks	1500
Sunshine gifts/Coaching recognition	306
Staff Appreciation Lunch	<u>236</u>
<b>Total</b>	<b>\$6698</b>

**Gaming Account** totaled \$1083

Fine Arts	\$690
Reading Club prizes	102
Grade 7 Grad	<u>291</u>
<b>Total</b>	<b>\$1083</b>

Below is a high-level summary of the financial results for the 12 months ending June 30, 2015:

**Per Financial Records (GL)**

	<b>General</b>	<b>Earthquake</b>	<b>Gaming</b>
Beginning Cash Balance @ Jul 1, 2014	25,524	1,081	2,080
YTD Net Revenue	10,587	-	6,066
YTD Expenditures	<u>(15,440)</u>	<u>-</u>	<u>(3,717)</u>
YTD Net Rev over Exp	(4,853)	-	2,349
Ending Cash Balance @ June 30, 2015	<u><u>20,670</u></u>	<u><u>1,081</u></u>	<u><u>4,429</u></u>

**Per Bank Statement**

Cash in Bank	7,467	1,081	5,284
Less: Outstanding Cheques	(2,042)		(855)
Cash (Float for various events)	50		
ST Investments	<u>15,195</u>		
	<u><u>20,670</u></u>	<u><u>1,081</u></u>	<u><u>4,429</u></u>

Total cash and investments at June 30, 2015 is	\$26,180
Remaining fundraising budgeted	
Remaining expenditures budgeted	(6,100)
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Projected cash balance @ Jun30'15	20,080
Compared to opening balance	28,685

### 3. Treasurer's Report (Continued)

In reviewing the Financials from the past school year, clarification was requested in regards to the Reading Club Prizes in the amount of \$102. These funds are used by Ms. Solomon (Teacher Librarian) to support the nightly reading program runs every year. Students who are successful in maintaining regular reading habits get a book dedicated in their name to the school's resource library. It was then suggested that the students be recognized for their efforts in an edition of the school newsletter.

### 4. DPAC Report

- No meeting to report back on
- Future Meeting Dates: Sep 28 / Oct 26 / Nov 30 / Jan 25 / Feb 29 / Apr 11
- More information can be found at [www.burnabydpac.com](http://www.burnabydpac.com)

### 5. Recaps

- 2014/15 Yearbooks – Melody: about 20 still need to be sold. \$10 each

### 6. Updates

- No updates to report / discuss

### 7. New Business

#### a. Welcome Back BBQ – Thursday, Sept. 24<sup>th</sup> 3pm -6pm

- Looking for volunteers to help at the event; sign-up sheets available
- Donations have been secured from ProOrganics, International Sausage House
- Delores Fung has volunteered to return to help cook on the barbeque
- Suggestion put forward to run a 50/50 draw during this typically well-attended event; as long as people are willing to take on the responsibility of running the draw, PAC would support it

#### b. Annual School-Wide Walkathon – Wednesday, Oct. 14<sup>th</sup> 9:30am (time to be confirmed)

- The Walkathon is the PAC's most successful fundraising event of the year, bringing in anywhere from \$5K to \$7K. Proceeds of the event are used to fund learning materials in the classroom as well as to assist in funding class field trips.
- Seeking 22 to 25 volunteers to assist with getting the students safely across the streets
- The following community businesses have been contacted in a request to assist with this event
  - RCMP (Burnaby) Community Police Office
  - Starbucks – Brentwood Upper Level
  - Vancity Credit Union
  - Panago Pizza
  - Subway

#### c. Family Photo Night – Tuesday, Oct. 6<sup>th</sup> 5pm-9am

15-minute sessions will be offered to families at a cost of \$20 per session. Families will be entitled to one 8"x10" photo from the preview of their choice. Sessions will be held at the LifeTouch studio

## 7. New Business (Continued)

### d. Poinsettia Sale

Tommasina, America, and Paula have volunteered to take this on; looking to have the poinsettias available for pick-up in the first week of December

### e. Purdy's Chocolate Sale

- Purdy's offers 25% back to the PAC for all sales generated through this Holiday Season promotion. Last year this promo brought in \$685 for the PAC. (Organized by Claude Tani)
- Although Claude is looking to hand this off to another individual, he is willing to help run this again this year while working to transition it off to someone else for next year. Looking for someone to take this sale on.
- Last year's sale was run strictly online. This year, in an effort to maximize the benefits of the program, we will accept sales by cash and/or cheque in addition to the online purchases.

### f. Fundraising Committee – Updates & suggestions

- Pancake Breakfast – suggestion brought forward to charge \$2 per person
- Baskets – In preparation for the Silent Auction (typically held during the Adult Fundraising Event), PAC would like for each class to put together a basket to be auctioned off. Each class would have a theme for their basket and contribute to it. The baskets (12 of them; one from each class) would then be put up for auction.
- Edo Lunch – On the last Monday of each month, student have the opportunity to purchase their lunch meal from Edo Japan (Brentwood Mall). The cost per lunch would be \$5.50 for either chicken or beef with either rice or noodles. America and Paula are looking at how to implement this program to the school.

### g. School Dance

Paula asked if school dances could be brought back to Kitchener; more for Grade 6 and 7 students. Mr. Yam responded by saying that if it were to be held during regular school hours, the teachers would have to agree be part of the organizers of such an event. If the dance were to be held outside of school hours, then PAC would have to be the primary organizers and responsible for the event.

### h. Parent Rep for Classes –

Kim Clark suggested that we have a parent rep from each class. Ideally, the rep would come to monthly PAC meetings (but not required). Act as a liaison to help ensure parents are kept informed of PAC-related news and events. Class assignments had not been confirmed at the time of this meeting which prevents us from taking further action on this at this time.

## 8. Parking Lot Items

### a. Earthquake Bin

- Validate the items currently in the bin. Identify the items in the bin that needs to be replaced this year?
- Prepare a schedule so PAC representative know year after year, what items needs to be replaced and when

### b. Holiday Concert

- 50/50 draw at each show (afternoon and evening); gaming license would be required

Meeting adjourned at 7:45pm

**Next PAC Meeting**

Date: **October 8, 2015**

Time: 6:30pm

*Please arrive early to get settled and read the minutes*

Thanks for your time everyone!