

Kitchener Elementary School PAC - Meeting Minutes

Wednesday, November 9, 2016 - 6:30pm

In attendance

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

Staff

Deb Taylor (Principal), Chris Phillips (Head Teacher)

1. Call to Order

- Meeting was called to order at 6:34pm.
- October 2016 minutes were accepted – moved by Tommasina, seconded by Tracey and passed unanimously.

2. Principal's Report – Deb Taylor

- See page 5

3. Treasurer's Report – Janice Chiem

October 2016 Activities:

- Edo hot lunch raised net proceeds of \$170.
- Subway hot lunch raised net proceeds of \$200.
- The annual Walkathon raised \$5,610 against a budgeted target of \$4,500.
- In October, PAC received the Gaming Grant of \$5,560 (\$20/student based on last year's headcount: 278).

Disbursements:

- Disbursements from our General Account totaled \$1,093:

Edo Japan	\$517
Subway & Juice	394
Welcome back BBQ - meat	159
Farewell gift – Ms. Quer	23
- There were no disbursements from our Gaming Account in October.
- Following is a high-level summary of the financial results for the 3 months ending October 31, 2016 (removed for security of public viewing).

4. DPAC Report – Kristina Murray

- Shake out BC is happening on Thursday, October 20 at 10:20am - www.shakeoutbc.ca
- School District gave a presentation on “School District 41 and Emergency Preparedness” - see presentation posted on DPAC website at www.burnabydpac.com
- DPAC/BCCPAC will be sending out an Assessment Questionnaire to parents soon
- PAC’s are encouraged to review their Constitution and By-laws to ensure they reflect their PAC’s goals and vision. Leave the SPC language intact for now.
- DPAC is looking for an interested parent to join the Special Education Advisory Committee. The committee meets four times a year. Email info@burnabydpac.com
- A review of the districts custodial services is happening right now across the district. An outside consultant is visiting all schools and will give recommendations on whether more custodians are needed, etc.
- Eye See - Eye Learn vision program is continuing. Free eye exams and glasses if needed for all Kindergarten students.

5. Recaps/Updates – Co-Chairs

- School Walkathon: \$5,610 was raised from the walkathon. Mrs. Hardie’s class brought back the most pledge forms. Remind students to bring water bottle and use the bathroom before heading out. Thank you to Pro Organics and Starbucks for their donations. Maybe next year, the teachers could talk about bringing in more money and the PAC could tell the kids and teachers what they’re raising money for.
- GM Drive 4 Our School Fundraiser – Kristen/Nikki: \$2,325 was raised from this fundraiser. It was a very successful and fun event. Thank you to Kristen for organizing, for getting a thank you basket, and for helping all day. It came up that maybe the GM Drive could happen on the same day as the September 2017 BBQ. Paola will ask Kristen if GM would do a work day. **ACTION: Paola**
- Subway Lunch – Paola: it went really well. No complaints.
- Hot Lunch – Paola: is there any chance that the hot lunch could be changed back to the old company? This year’s menu is not as popular – some of the food is mushy and a few kids are complaining. Last year’s food was better. Maybe a survey could go out to parents? Deb Taylor will look into it.
- Purdy’s and Poinsettias – Claude/Paola: everything is going well. Order cutoff is Nov. 17th. A reminder will go out on the ListServ soon.
- Trivia Night – Nikki: event is Friday, January 20, 2017. Possibly 6 or 6:30pm start time. Kristy is coordinating along with a committee. Mr. Tesan is designing posters and tickets for end of November distribution. All general revenue will be split equally between the grade 5 trip and the PAC. This year there are 48 grade 5’s. If a grade 5 student sells 4 tickets, then \$10 per ticket goes towards their camp fees. PAC sales will go to general revenue. Mr. Tesan is getting Liquor Licenses, etc. Dorothy will be sourcing out decorations. Three people have their serving-it-right to help at the bar. Pizza will be included in the ticket price and placed at each table. Pizza will also be sold at the event. Child care will be offered again – must be pre-registered (no drop-ins), for ages 4-12,

hiring two teenagers to babysit, maximum of 10 kids until 10pm, and cost of \$10/child. Silent auction and Live auction will run throughout the night. Squares and 50/50 will also be sold (Janice will get the gaming license and Tommasina will bring 50/50 tickets). All money to be deposited in PAC account and then disbursed equally at end. **ACTION: Janice (gaming license) and Tommasina (50/50 tickets)**

6. New Business

- Pancake Breakfast – Co-Chairs: event is Friday, Dec. 16. Volunteers will be needed the day before to help set-up the gym. Chef David will flip pancakes. Pancake mix is nut-free. Ensure that the syrup is nut-free as well. Tracey will contact Pro Organics about donating oranges and Dairyland about donating milk and London Drugs about donating candy canes. Sherri will bring a drill. **ACTION: Tracey and Sherri**
- Glenburn Confectionary/School Spirit Days – Doreen: on a specific day, all the proceeds from that day will go to the school. **ACTION: revisit in the new year and talk to Glenburn.**
- Earthquake Committee – Deb: would like to form a committee with parents to talk about earthquake. Let Deb know if you're interested.
- Crosswalk Safety – Sherri: when the RCMP were out doing their blitz, they said there is money between the district and the city for funds to pay for an adult crossing guard. Kristina will find copies of the minutes/notes/letters from when PAC met with the City a few years ago. **ACTION: Kristina**
- School Safety Plan – Nikki: how does the office communicate between the big building and the annex? They can walk over (there are no telephones in the annex classrooms), but that takes some time. Deb is looking into.
- Parents are asking why the school doors are not locked during the day? It's more difficult to lock all doors because of the two buildings. Deb will look into it.
- Purchasing volleyball nets – Sherri: can the PAC purchase volleyball nets this year? Tommasina explained that last year it was voted on to not purchase anything until the wish list is put forward in January or February. The volleyball nets may just need to be fixed, which may be less expensive - Mr. Phillips will find out.

7. Adjournment: Meeting was adjourned at 8:22pm by Tommasina Mele.

Next Meeting: Wednesday, December 14, 2016 at 6:30pm.

ATTACHMENT 1 - Kitchener PAC Principal's Report

November 9, 2016

1. The rainy weather is here and there have been a lot more inside days. We will send student outside unless it is down-pouring as it has been recently. Students are reminded to dress for the rain. To assist students during recess and particularly lunch time we have or are setting up the following:

- One of our EAs, Mr Codizal and his two helpers, Van and Ricky, have agreed to open the big gym for groups of students to play balls with. I am rotating the groupings to allow all students to have this opportunity
- We are in the process of having 5 "computer passes" given to each intermediate class. Prior to a rainy lunchtime, the classroom teacher will pass out these which will provide 30 students with the opportunity to use the Computer Lab. Either one of the Noon Hour Supervisors or myself will supervise during this time.
- We are going to take an inventory of games in each Intermediate classroom and purchase or request some gently used games that students would identify. We are thinking of storing these in Room 5 and they could be signed out and then returned each rainy day.
- Intermediate students also have the opportunity to go outside in the undercover area during rainy days
- Primary classes are well set up with centres equipment

2. Students will begin Hip Hop classes on Monday. Each class will enjoy approximately 3 sessions. There will be a Show and Tell Dance Assembly on November 18 at 1:15. Please join us if you can!

3. As I mentioned at the last meeting, we are doing something different this winter season. There will not be a formal Winter concert. Instead, Ms Minichiello has arranged for Marion Rose to come the week

of December 5 to instruct our students in Folk Dance. On Thursday evening, November 8 from 7:00 – 8:30, you are invited to join your children in a Folk Dance. By then your children will be experts and will be able to teach you all the steps. If parents want to set up a drink stand, it could be a small fundraiser. On Friday, November 9 at 1:15, there will be a Dance Assemble, where each class will showcase what they have learned. I hope you can join us for both events.

4. We are going to have a carolling afternoon on Wednesday, December 14 from 1:15 – 2:15. Each class will lead us in a song or carol. Please join us.

5. The District Grounds person came on Monday and raked our field. He drove the rake behind his truck for over 3 hours. It looked wonderful when he left. Unfortunately, the rain came and because the dirt was not packed down, our 'rivers' returned. I spoke to the District Day Supervisor who said that Kitchener has an ongoing drainage problem.

6. Staffing changes: Carmen Chan, EA will be moving to Gilpin. Miss Singer will be with us until the posting is filled. We also received a .5 lift to our EA compliment. Miss Sylvia Chan has joined our Kitchener staff.

It is hard to believe that in 5 weeks we will be looking forward to Winter Break!!

Respectfully, Deb Taylor