

MINUTES

Kitchener Elementary School PAC Meeting

September 13, 2017@ 6:30 p.m.

Members in Attendance:

Tracey Mayede-Lok (Chair), Janice Chiem (Treasurer), Lisa Lee (temp Secretary), Vanessa Mar, Mandy Cox, Paola Arletto, America Nunez, Doreen Lee, Will Chow, Aya Sadahara, Nikki Levis, Melody Yu, Patrick Tobin, Anu Chungath, Sherri Boljuncic, Kristy Dellebuur

Staff in Attendance:

Deb Taylor (Principal), Bryan Tesan

1. Call to Order

Tracey called the meeting to order at 6:35pm. *Tracey moved to pass the Minutes from June 2017, and was seconded by America. Passed.*

Tracey welcomed everyone back to school, and a roundtable introduction was done.

2. Principal's Report (summary attached) - Deb Taylor

Great first week! 305 total students (increased from last year's 278 students).

Question about custodial hours came up. We were reminded that the process is to notify the Principal first if parents have any concerns, and she will forward that to the school district. Sharing custodian hours with Brentwood Park remains the same.

3. Treasurer's Report (attached) - Janice

We have 3 bank accounts (General, Earthquake, Gaming). Gaming includes gaming grant (\$20/student based on previous year's headcount). Restrictions include benefitting students, extracurricular, 3 year expiration, paid out through reimbursements. General includes all fundraising (no restrictions).

Review of summaries. Highlighting budget for this year in draft – same as last year. Janice asked each person to take home the budget to review and raise questions/ideas at the next meeting.

Minutes aren't distributed publicly until they're approved at next month's meeting. Idea to explore whether to post minutes on school website.

Action: Attendees to review budget and bring comments to October 12 meeting.

4. DPAC Report - Tracey

Next meeting is at Burnaby Central on Monday, September 18. Burnaby DPAC also hosts PAC101 and Treasurer presentations to new PAC Executive members; opportunity to meet vendors. (Note: The PAC101 workshop is on Wednesday, September 27 from 7-9pm. The Treasurer's Workshop will be held separately in October). www.burnabydpac.com

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

5. Recaps/Updates - Tracey

A. 2017/2018 PAC Executive & Meeting Dates

Janice and Tracey are the only current executives. Co- or Vice-Chair and Secretary positions are still vacant. A suggestion to alternate between the 2nd Wednesday or Thursday of each month was presented. After discussion, it was agreed to have the next meeting on Thursday, October 12. Childcare availability was discussed, but not enough interest to pursue further at this time.

6. New Business - Tracey

A. School Yearbook

Didn't have one last year based on privacy concern with storage of photos with the photographer. Any outside organization doing yearbooks would need to sign an agreement to permanently delete images from their system/computer. Same applies if teachers facilitate it.

Action: Deb to bring district policy restrictions to next meeting to discuss options.

B. Grouse Mountain Passes

With a minimum sale of 15 early bird season passes, the school receives \$1,100; funds increase based on sales. Little to no effort required; no penalty if the minimum is not met.

Action: Tracey will confirm with Grouse Mountain that we will proceed with this.

C. Athletic Wear

Tracey called vendors for fundraiser pricing, and presented at the meeting. Simultaneously, the staff arranged a contest for the students to re-design the school's logo representing their different "houses". Staff are arranging for the winning logos to be printed on t-shirts and sold at cost for students to purchase.

Action: Deb will inquire if the supplier can do shorts and provide pricing options.

D. Fall BBQ – Sept. 27

The Fall BBQ will be held the same day as "Parents as Partners" conferences (Wednesday, September 27). Volunteers will be required for food prep (9 am) and setup/hosting (2 pm onwards); also need to confirm a BBQ chef. Donations of lettuce, tomatoes, and onions from Pro Organics have been confirmed.

Action: Tracey to request volunteers.

E. Walkathon – Oct. 12

The walkathon is our largest fundraiser. From 9:15-10:15ish, the primary students will walk 2 km, and the intermediate students will walk 5 km. Due to road construction last year, a new route was created. Pro Organics has confirmed a donation of fruit for students at the completion of the walk.

Action: Deb to ask teachers to request chaperone volunteers ASAP so not to conflict with Tracey's request for route volunteers; teachers should remind students to bring their water bottles with them. Tracey, Lisa, America to ensure pledge forms are printed/numbered and distributed the week of September 25. Tracey will recruit volunteers for route safety, and request coffee cambro from Starbucks.

F. Trivia Night (summary attached)

This is a unique and fun outdoor education program for the Grade 5 students. Bryan Tesan explained the rationale for considering to move this event to November 17 (before Christmas). The challenge now is our event is within the same calendar year for donation requests. More emphasis will likely be placed on creating bigger/fewer gift baskets; parents may have a business they can

donate items from, or kindly donate a gift. For child-minding, Bryan will ask the Grade 5 parents' if anyone would like to volunteer/spearhead this. Trivia question suggestions can be sent to Bryan.

Action: Anyone interested in volunteering, notify Kristy.

7. Meeting adjourned by Tracey at 8:14pm

Next meeting is on Thursday, October 12, 2017 at 6:30 p.m.