

Minutes of the Kitchener PAC Meeting

6:30PM - Thursday, Feb 5, 2015

Present: Melody Eng (President), Victoria Brenden (Vice-President), Kristina Murray (Secretary), Janice Chiem (Treasurer), Tommasina Mele, Doreen Lee, Wiljo Lum, Paula Arletto, America Nunez, Nikki Levis and Sherri Boljuncic.

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

1. **Call to Order:** The meeting began at 6:35pm. After a small change was noted to the January 2015 minutes, they were reviewed and accepted. Moved by Sherri, seconded by Doreen. All in favour; passed.

2. **Principals and SPC Report – Anthony Yam:**
 - a. For the Feb 18th hockey game event, the students may be late returning to school – 3:30pm possibly.
 - b. Tennis lessons run Feb 19th to March 6th – notice coming home next week.
 - c. Primary Days of Music is on March 3rd in the gym – parents are welcome to attend.
 - d. Wednesday Feb 25th is Pink Shirt day and an assembly for students and parents.
 - e. Spring Break is early this year from March 9 – 20.
 - f. Report cards go out after Spring Break.
 - g. Student led conferences are Thursday April 23.
 - h. Busy day on the 18th – Bhangra dancing in the gym in the am and then Paint the Rink Pink/Giants game in the afternoon.
 - i. Literacy week was a great week of events. Thank you to Melody for organizing the guest speakers
 - j. Kevin Kaardal has left as Burnaby Superintendent. The new SI is Gina Niccoli-Moen.
 - k. It was mentioned that the school calendar is missed as many events are being missed by parents. Mr. Yam is now sending out a weekly event page every Sunday for the following week via ListServe.
 - l. At the School District Meeting today, the Principals were told that all elementary schools are to upgrade their school computers in order to run the most recent Windows. Therefore, new computers will need to be purchased soon for the whole school (40 computers in classrooms, library, and resource rooms). This may mean that laptops may not be required from the 2015 wish-list. Mr. Yam needs to talk to the staff and ask if just desktops are needed in the classrooms and maybe not laptops? (originally asked for 15 lap tops at approx. \$6500) This changes what the school is asking the PAC for. The number of laptops required is now tba and Mr. Yam will re-check with the PAC on what they can or cannot purchase.

3. Treasurer's Report - Janice:

January 2015 activities:

No fundraising activities were held in January.

Disbursements:

Disbursements from our Gaming Account included \$135 for the Reading Club.

Below is a high-level summary of financial results for the seven months ending Jan. 31, 2015:

	General	Earthquake	Gaming
Per Financial Records (GL)			
Beginning Cash Balance @ Jul 1, 2014	25,524	1,081	2,080
YTD Net Revenue	3,598	-	5,843
YTD Expenditures	(7,473)	-	(430)
YTD Net Rev over Exp	(3,875)	-	5,413
Ending Cash Balance @ November 30, 2014	21,649	1,081	7,493
Per Bank Statement			
Cash in Bank	6,404	1,081	8,123
Less: Outstanding Cheques	-	-	(630)
Cash (Float for various events)	50		
ST Investments	15,195		
	21,649	1,081	7,493

Total cash and investments at January 31, 2015 is \$30,223.

Direct Donation Campaign funds	3,400 (deposited in school bank acct)
Remaining fundraising budgeted	3,000
Remaining expenditures budgeted	<u>(8,200)</u>
Projected cash balance @ Jun30'15	28,423 (prior to approval of wish-list)
Teacher wish-list items	<u>(11,300)</u>
	17,123
Compared to opening balance	28,685

4. DPAC Report – Victoria:

- a. District PIES coming up: *Response to Intervention* is on Feb 18th, 7pm at Central Secondary School. *Connecting with Your Teen* is on Feb 24th, 7pm at MJ Fox Theatre (hosted by Burnaby South).
- b. BCCPAC is being held in Burnaby this year, April 30 – May 3. DPAC will pay half of Burnaby parent's registration fees if anyone is interested in attending.
- c. Next DPAC meeting is Feb 23rd.

5. Recaps:

- a. Melody – Literacy week was great and thank you to all the parents that volunteered at the book fair. Lots of books were donated from parents and also from Companion Books.
- b. Staff wish-list: Victoria mentioned that the Executives discussed in detail the PAC bank accounts and where the funds are coming from (gaming vs. general account). Going forward, let's give the school a lump sum of money every year for them to choose what they want to spend that money on. For this year, if we give them all they asked for and with future expenditures, it will leave very little in the bank accounts. Melody feels that we could give the school the money for the Sound System from the gaming account right now, and put some smaller items on the Pub Night donation board. With not knowing for sure how much the laptops will cost, it's advised that we hold back some money for this potential purchase. Opened to discussion – America asked why not buy the microscopes – it's because that money can only come from general account and we need to hold money back. In the future we can come back and re-look at the funds and buy more, including the microscopes. Victoria motioned to spend \$2000 from the PAC gaming funds for the school to purchase the Sound System. Seconded by Nikki, all in favour; passed.

6. Updates:

- a. Fun night out: Victoria has not heard back from the places she called. The Old Admiral Pub has been successful in the past, so Victoria is leaning towards that and all agreed. She will call them asap and book an available date. **ACTION: Victoria**

7. New Business:

- a. School Start Supplies for next year: at next PAC meeting Kim will let us know if the school gets a kick back from these orders. Sherri mentioned that if there's minimum order then we should go ahead and still do it for those that appreciate the convenience.
- b. Communication to parents – Nikki: Read-a-thon notice was lacking in information (ie. where/when did it take place, what is the money being raised for, etc.) Mr. Yam agreed and ensured the PAC that next year it will include all sufficient information. The money raised will go towards guest author visits. Having guest authors come in is very inspiring for the kids and they love to have them in.
- c. Volunteers – Nikki: Can a request for volunteers go out on the list-serve to request for specific help at the Fun Night Out? Yes, so Victoria will put together a letter that Mr. Yam will send out via list-serve and on school website. **ACTION: Victoria**

- d. Is there a counsellor at the school at the moment – Wiljo: No, unfortunately, there is not one at this time. Sarah Joy Hopkins may be back after Spring Break. The position is a shared position with other schools so not as desirable to apply for. The school does have 1.5 TOC time to work with kids, but no trained counsellors.
- e. Is Kitchener participating in the Sun Run – Nikki: Ms. Ewald has done it in the past, but cannot do it this year. If there are parents that can volunteer, please let Mr. Yam know and the school will work with the parent. The school is registered but needs at least 20 registered to keep it as a team.
- f. Kim mentioned that the Jump Rope for Heart campaign and fundraiser is this year, starting April 1st.
- g. Victoria mentioned that we need 5 people on the PAC Executive and we only have 4. Please let one of the Executive know if you're interested.

Meeting adjourned at 8:17pm. The next PAC meeting is **March 5th, 2015 at 6:30pm.**
Please arrive early to get settled and read the minutes.