

**Meeting Minutes**  
**Katzie Elementary School**  
**Parent Advisory Council**  
**Tuesday, May 8, 2014 at 7p.m.**  
**Location: Library at Katzie School**

1. **Meeting called to order by Heather, Co-President, at 7:04 p.m.**
2. **Passing of April 8, 2014, meeting minutes:**  
Brooke Koffis approved the minutes and it was seconded by Lisa Gordon.
3. **Reports:**

**Treasurer's Report - Shawna Goodfellow**

- No activity in our gaming account.
- The general account had deposits from hot lunch and \$1,000.00 from Robbie Johal towards the barbeque.
- Cheques were paid out to vendors for treat days and to reimburse Heather McInnis for the gaming grant application.
- The balance in our general account currently stands at \$11, 963.69 and the balance in the gaming account is \$8,773.47

**Hot Lunch Report – Meg Smillie**

- Hot lunch coming up tomorrow (Little Caesars Pizza - Friday - May 9, 2014).
- Hot lunch committee needs volunteers to distribute lunch - suggested that parents interested in volunteering meet in front of the PAC kitchen at 11:55 am
- Parents were also informed about an additional treat day that was added to the calendar - **Olympic Yogurt** (various flavours) on **Thursday, May 15, 2014**. The PAC would like to say a huge thanks to our sponsor, Darryl at Olympic. Students can purchase a yoghurt for a dollar and teachers would collect money starting on Monday
- Online ordering for food for the Barbeque is open – parents who don't have an account already set up can use a link that is already on the school website. Orders received before May 15, 2014, will be entered into a chance to win the meal for free.

**Principal's Report – Ross Brennan**

- Welcomed to the parents for the first meeting in our own school
- Everyone is happy to finally be in the new school building, although settling in is a phase by phase process. Teachers have worked very hard to make the move as comfortable as possible for the students
- **Building update** – We are in the third phase of the building contract. The inside of the school is coming along very well with furniture and equipment arriving on a daily basis. The outside seems to be stalled at the moment. Working with the landscaper but not sure

of a timeline - meeting with them tomorrow to ensure that the pace of work on grounds will move quicker.

- Conducting interviews for more staff – possibly 5 new members could be added to our school. There has been a lot of interest amongst teachers wanting to move to Katzie.
- **Ready Set Learn Program:** This is for 3 and 4 year old children who won't be coming to Katzie in the fall this year. It is separate from the Welcome to Kindergarten event that will be held here at the school in June.
- A huge thank you to **Laurie Marty Smith**, a parent at our school who has worked really hard on designing the school logo – the Katzie Eagle, which is now complete. A copy of the logo (in black and white and colour) was passed around for parents to see.
- With the logo being finalized, Spirit wear will be available for purchase at the barbeque on May 30th. There will be a limited supply of sizes and items at this event but much more to come in September where everyone will have a chance to order a variety of spirit wear clothing. We are estimating the price of the items to be between \$12- \$14 and it will have Property of Katzie Schools on the back.
- **Sports team Uniforms** – \$1,200.00 is currently being requested from the PAC for purchase of uniforms. This is a purchase we can use funds from the gaming account for. A vote was called – with a show of hands it was unanimously agreed that the PAC would write a check for \$1,200.00 for team uniforms
- The school has been able to provide an item of clothing (which says Katzie Staff on it) to each of the staff to thank them for all of the extra hard work they have put in during the move.
- Continuing to work with the Katzie First Nations tribe in relation to the “circle whirl” which will be installed in our school in the summer and the Welcome posts that will be carved and erected at the entrance of our school. One of the poles will be carved inside a classroom of our school –students will have a chance to visit the person carving the post and participate and learn more about the Katzie tribe.
- **Crosswalks:** Questions were posed by parents with regard to crosswalks, crossing guards and traffic calming bumps – The city has been contacted and the District is currently doing traffic surveys during the busiest times of the day near the school (pick up and drop off time). Parents were informed that the decision lies in the hands on the city and that the traffic numbers have to merit putting in crosswalks and traffic calming bumps. There are traffic calming bumps slated to be put in on 68 A Avenue and another one on the north end of the parking lot.
- **Fine Arts shows for next year** – Parents were informed that the school receives a catalogue every year for “Arts starts” performers, who are approved by the district to do performances that would be appropriate for students from K- Grade 4. These performances could cost up to \$700 a show and the school typically cannot afford to pay for it. It would have to be paid for by PAC. Examples of these shows were theatre, dance, music etc. The school requested \$1,500.00 from the PAC for three shows – one in each term of the school year. Ashley Bunting, Co-President informed the parents that this money could not come from the gaming account and would have to be paid out (if approved) from the general funds. The matter was put to vote and by a show of hands it was unanimously agreed that the money would be given to the school

## **Fundraising Report – Heather McInnes and Ashley Bunting**

- **Community barbeque in the park** – Ashley informed the parents we have currently had two volunteers sign up to help with the event and that we would really like to see more parents sign up. We have 30 high school students who will be volunteering at the event and we are seeking parent volunteers now. The PAC has kept the volunteer shifts short (2 hours a shift) and there are many options for time shifts that a parent could opt for, while still having enough time to enjoy the barbeque with family and friends. At this point, we are mostly looking for parents to volunteer in positions that involve money – to oversee places where cash is exchanged.
- **Bake sale items for the barbeque** – Parents were requested to please donate baked goods for the bake sale at the barbeque event. All varieties of baked goods will be gladly accepted – cupcakes, brownies, cookies, tarts, bars etc. Parents were requested to please wrap the items individually or in packs of six (half dozen) as the pricing was going to be \$0.50 for 1 cupcake or tart and \$2.00 for a half dozen. Parents were also reminded to please bring the items in disposable containers to make it easier to hand out at the sale.
- **Raffle books** – Currently 78 books have been returned (either sold or returned). All the books printed have gone out – each student was given one book with the option for parents to email the PAC ([katziepac@gmail.com](mailto:katziepac@gmail.com)) if they required more books. Additional books would be delivered directly to the classroom of the child whose parent has requested the additional books. If all the books are sold we will have made \$12,500.00, which can go directly into the playground fund. Sold / unsold books can be returned directly to the classroom teacher or at the school office. There is currently a waiting list of parents who require additional books so parents who are unable to sell their books are requested to return them as soon as possible so that the books can be delivered to the parents waiting for them.

### **Questions from parents:**

*How many baskets will be there for the basket draw*

Currently, the PAC is estimating about 30 baskets from goods and services donated.

*Can we send money instead of purchasing something for our child's classroom basket?*

Yes – cheques (made out to Katzie PAC), cash, gift cards to stores will all be accepted and wherever a basket requires more items to fill it, the money collected will be used to purchase items to fill that basket.

- Parents were informed that it would be “Cash only” for purchases at the event but there is an ATM machine available at the I Mart store located next door.
- There will be plenty of activities at the event all through the school grounds and for the most part, it is all free – with the exception of the face painting (by donation) and food, which is for purchase. The profit that the PAC will make on the food items is a dollar per item.

- The PAC extended a huge thanks to **Laurie Marty Smith** for the amazing job she did on designing the flyers, the scavenger hunt cards, the logo and the banner thanking all the sponsors.
- **Next fundraiser event at the school:** Lisa Gordon, Vice President informed the parents that on **September 27, 2014**, the PAC will be organising the “*Test Drive a Ford*” event at the school. Parents will be invited to come out and test drive a Ford vehicle at the school. We are hoping to raise at least \$6,000.00 through this event – for each parent who comes out and test drives a Ford at this event, the Ford dealership will give the school \$20.00. To draw parents and friends to this event, we are hosting a secondary event on this day which will be a “kid swap meet”. This is slated to run alongside the test drive a Ford event and the PAC is interested in setting up a sub-committee over the summer to come out and plan the event. Volunteers will be required to make this event a success and any parents interested in helping out are requested to email [katziepac@gmail.com](mailto:katziepac@gmail.com) or talk to Lisa Gordon after the meeting.
- **Socials committee** – The PAC is also looking into forming a sub-committee to organize some social events at the school. An upcoming event that is being planned is the *Staff Appreciation Luncheon*. We would like to set up a social committee to plan a lunch for **Thursday, June 12, 2014**. It could be a potluck or a catered lunch. The PAC will need help organising this and any parent who is interested in helping with this luncheon is requested to either email [katziepac@gmail.com](mailto:katziepac@gmail.com) or talk to one of the members of the executive. There will be 43 staff members at this luncheon – at this point in time, we are planning on setting it up at the staff room, during the lunch recess with a little extra time for the staff to gather and socialize after the lunch recess is over.
- **DPAC** – The District PAC position on the executive has not yet been filled. Parents were requested to consider putting their names forward to fill this role. The next DPAC meeting is on May 28, 2014 – a parent interested in taking on this role could attend that meeting to get an idea of what is involved in this position. In September, we will be looking to have a parent sign up to take on that position on the executive.

### **New Business :**

- Meg Smillie – Hot Lunch Co-ordinator informed the parents that the Hot lunch committee was looking at purchasing a freezer to make it easier to store items like freezies for treat days, cookies that are purchased in advance for hot lunch etc. The freezer would be kept in the community storage room. Two options were priced out – one from Costco (10 cubic feet) for \$269.99 (but there is no lock on that one) and one from Trail Appliances (12.9 cubic feet) for \$479.98 which comes with its own built in lock. It was a possibility that Trail appliance would extend a better deal as the purchase is for a school. Parents were asked to vote and with a show on hands it was unanimously carried that the larger freezer from Trail Appliances would be a better purchase as it comes with a built in lock.

### **Questions from Parents:**

- Katrin Unsworth, a parent at our school put forth the idea to the PAC about organising a “**Breakfast of Champions**” to thank all the children who tried out for and participated at the various sporting events / teams throughout the school year. The plan was to serve the children breakfast - pancakes, syrup and fruit at 7:30 am in the morning so that they would have an hour to eat before class starts for the day. The proposed date for this event is **Thursday, June 19, 2014**. Three weeks before the breakfast event, a notice would be sent out to ask parents to inform the school whether their child will be attending the breakfast or not and also if a few parents were willing to come out on that day to help run the event – set up, serving pancakes and clean up at the end.

**Other Business: Heather McInnes**

- The school has changed our recycling depot to Regional Recycling Bottle Depot & Return-It located at 5534 176 St, Surrey, BC.
- It was also proposed that the next PAC meeting be held on June 10, 2014, to give the PAC executive enough time to count all the money and confirm the amount raised at the barbeque event.

**The next PAC meeting will be held on Tuesday, June 10<sup>th</sup>, 2014 at 7:00 pm at the school library.**

**Meeting adjourned at 8:08 p.m.**