

Meeting Minutes
Katzie Elementary School
Parent Advisory Council
Wednesday, November 5, 2013 at 7p.m.
Location: Library at Hazelgrove School

1. Meeting called to order by Heather McInnes, Co-President, at 7:00 p.m.

2. Welcome and Introductions:

- a. Heather McInnes – Co-President
- b. Ashley Bunting – Co-President
- c. Sara Abraham – Secretary
- d. Lisa Miscich Gordon – Vice President
- e. Shawna Goodfellow – Treasurer
- f. Meg Smillie – Hot Lunch Coordinator
- g. Colleen Gough – Hot Lunch Coordinator

3. Presentations:

- Vice Principal Joanna Angelidis presented slides on the topic of Self-Regulation, focussing on **Calm, Alert and Learning** at Katzie Elementary School. She has formed an Inquiry group with teachers, Ken Frisk and Lori Mawhinney to study and promote Self-Regulation at Katzie.
- She explained the idea of self-regulation, what it entails and the five main domains of self-regulation viz. Biological, Cognitive, Social, Emotional and Pro-social, and how we plan to achieve the optimum levels in each of these domains at Katzie.
- Mr. Ken Frisk (Kindergarten teacher – Division 17) presented on how they are applying self-regulation at the primary classes and Ms. Lori Mawhinney (Grade 5/6 – Division) presented on how these principles are being applied at the intermediate levels.
- This presentation was given to the teachers at the last professional development day in October and they will be applying these principles in their classrooms. This is an ongoing study.

4. Reports:

Treasurer's Report - Shawna Goodfellow

- Shawna Goodfellow handed out copies of our latest balance sheet to the parents. We received two cheques from the Hazelgrove PAC – one for gaming funds and the other for the PAC general fund. This was based on 282 / 471 students transferring from

Hazelgrove Elementary to Katzie Elementary. The generosity of the Hazelgrove PAC is sharing these funds with us was noted by all.

- The amounts received were \$12,548.47 for gaming funds and \$2,586.73 representing the PAC General Account. These two accounts have to be kept separate at all times as Gaming funds can only be used for specific purposes as per the rules of the Gaming Commission.
- We made a profit of \$350.00 from the first Hot Lunch but \$302.40 from the profit had to be used to pay an annual fee to Munch-a-lunch service, leaving us still with a small profit.
- Our account now stands at \$16,559.15, which includes the gaming funds and the PAC general funds.

Hot Lunch Report -Meg Smillie & Colleen Gough

- First hot lunch was a great success and we had 291 orders and several parents came out to help with distributing the hot lunches. All the support from our parents is greatly appreciated and huge thanks to everyone who came out to help on Hot Lunch day.
- The next hot lunch is already online and it will be Ming & Sing on November 22, 2013. Parents can sign up online to volunteer for the next hot lunch on the munch-a-lunch website while ordering lunches.
- A quick reminder was given to parents that payment for orders must be received by November 14th, 2013, at midnight, which will be the cut-off time, after which any order which has not been paid for will be cancelled.
- A further reminder to parents who prefer to pay by cheque or cash, that payment must be made at the administrative offices at the main school or the annexe for hot lunch orders and not to teachers in individual classrooms.
- It was put to the parents that as we have no refrigerator, lunches cannot be held for absent students on hot lunch days. Parents are welcome to pick-up the lunch for their child if they are absent that day but no refunds can be given for absent children.

Principal's report – Mr. Ross Brennan

- Both schools sharing space very well – the “can do” attitude has been seen throughout
- Our school has already been involved in several school activities like cross country, with 50 children taking part from our school; the Terry Fox run, where we raised a lot of

money; Halloween activities with a parade for the primary children, pyjama day and our first Remembrance day assembly coming up.

- We have school sports teams underway, with volleyball being our current sport and basketball coming up soon.
- We have a leadership team up and running and they have t-shirts – they have been at the Annexe and have been practicing to lead the Remembrance Day Assembly.
- The Grade 7s will be running their milk program and pizza lunch program shortly as their fund raiser.
- This is a year of firsts for us – we are working on our Mission Statement, School Colours, Mascot. The Aboriginal group, Katzie have been invited to come and teach us what “Katzie” means. We are also working on a yearly calendar for the school.
- **Building Update:** The construction is moving along well, drywall is up, the 2nd floor is ready but there is no hydro as yet, so we are looking at alternate sources of heat for the current time to move along with the next stage of construction. We are looking at a 2-step process for moving in to the new school – we move the stuff first (aiming for before spring break) and the children and teachers next (aiming for after spring break).
- Report cards will be issued in December and a Christmas performance is being planned for December 18, 2013. The plans are to do alternating years for primary and intermediate students. This year there will be three performances, due to a lack of space and so many families to accommodate. There will be a morning, an afternoon and an evening performance
- **Field Trips:** Very expensive – cost of hiring a bus for a trip and back is about \$500.00. It is important to prioritize spending at school and if money for field trips has to come out of the school funds, we will have to cut back on supplies for the school. Parents cannot be asked/forced to pay for field trips but donations can be requested to fund field trips. We have to be careful about planning big field trips, unless the PAC makes it a priority to raise money for this specific purpose.

Fund Raising Report - Heather McInnes & Ashley Bunting

- Planning one big fundraiser for this school year – a Grand opening tentatively scheduled for May 30, 2013 (Friday) from 5:00pm to 8:00 pm. By that time, we will have school colours, logo, mascot and we are planning a barbeque to invite the parents and community to showcase all of this. We are looking at doing a silent auction, baskets, bouncy castle and other fun stuff as a fundraiser. Space will still be limited as the field

will not be open for us at that time and we are considering asking the park for use of the space.

- Ashley Bunting has written up a letter which parents could start handing out to local businesses, asking for support and donations in cash and kind for our fundraiser. Parents interested in helping out could pick an area to canvas for support and these letters could also be sent out to parents in our school, who may have businesses that could support us at this event.
- We will be focussing on the baskets and collecting items for each basket in January.
- It was suggested by a parent that now was a good time to ask local businesses for their support as many businesses use the year-end for write-offs and may be in a position to support us.
- **Bottle Depot:** An account has been opened at the Langley Bottle Depot located on Fraser Highway and Industrial Avenue. We are hoping parents will take their empties to that depot and credit the school account with the money. Discussion around using the Cloverdale Bottle depot were raised as they offer a higher amount per empty container brought in, and the parent who suggested the change will get back to us with details.
- **Other fundraisers planned** – Running the concession stand at the Track and Field events that will be held in Spring next year will be a very productive fundraiser but this is like a lottery system. A school is picked from the names of all the schools that put their name in and if we do get picked, we will definitely be doing this.

5. New Business: Heather McInnes and Ashley Bunting:

DPAC:

- We require 1-2 volunteers to represent our school at the D-PAC meetings at the Surrey School District once a month. It is usually held on the 4th Wednesday of the month, at 7:00 p.m. That parent would attend on behalf of our school and then report what was learned at the meeting at our next PAC meeting. If we have a couple of volunteers, then they can rotate attendance at the monthly meetings. Names could be handed in at the end of this meeting to Ashley Bunting.

Funding Requests from Teachers / Principal

- Some of the requests on the list submitted by the teachers and the principal can be covered by using the gaming funds but not all are eligible for this purpose.
- A breakdown of the items requested and the costs for each have been attached with these minutes.

- In total, the requests that could be covered by gaming funds amounted to \$3,775.00
- A vote was taken for the entire amount and it was passed. A cheque for the amount of \$3,775.00 will be issued from the gaming funds to cover these requests.

Playground:

- We will be given \$50,000.00 by the District towards the cost of a playground. This will buy us a basic playground with some of the essentials.
- It was discussed that to buy a playground like the one we currently use at Hazelgrove, will cost us about \$75,000.00. The priority of the PAC this year will be to raise the money to fund this additional cost for the playground and we are looking for donations (tax receipts can be given for this purpose)

6. Future Plans: Principal Ross Brennan

- Big ticket items that we need to raise money for are the playground and technology.
- We are doing quite well in terms of supplies for the school like Ipads and laptops which are on the way over to us from the District.
- Right now the focus needs to be on the additional \$25,000.00 for the playground.
- **Library:** We were given \$50,000.00 from the School District for a pre-packaged library and an additional \$5,000.00 being raised for the library by the PAC would be greatly appreciated.
- A budget for the next year is being developed

7. Additional Items

- **Raffle:** Lisa Miscich Gordon brought up the idea of having a raffle at the Grand Opening to raise more money and the idea of getting donations like I pads, airplane tickets, for this were discussed. It is usually a good source of profit and everyone was in agreement that it was worth pursuing,
- **Christmas Family Sponsor:** Heather McInnes presented the idea of sponsoring two families (as has been done in the past when we were part of Hazelgrove Elementary) who belong to our school over Christmas. This would entail a donation of \$250.00 towards each family in the form of whatever their needs are. The discretion of choosing which families would receive this gift from the school will be left to the Principal and a team of four parents would be in charge of purchasing whatever is required by the families. This would be paid for from the PAC General funds and would cost us \$500.00 in total.

- The matter was voted on and carried. A cheque will be issued from the General Fund.

8. Reminders:

- Sign up on our website for newsletters, twitter feeds and check the website regularly for updates about what is happening at school. The PAC will not be updating the parents face book page with reminders and information about the school. If there are any ideas, suggestions and questions from parents, please email katzie@surreyschools.ca with the subject being PAC.
- Lisa Miscich Gordon reminded parents that Hazlegrove Elementary was hosting their Winter Festival on November 30, 2013, and that it would be great if our parents supported this event. Tickets are \$10.00 or \$12.00 at the door.

The next PAC meeting will be held on January 9th, 2014 (Thursday) at 7:00 p.m.

The meeting was adjourned at 8:50 p.m.