

**Lord Kitchener Elementary School  
Parent Advisory Council (PAC) Meeting  
Tuesday, April 16, 2019  
7:00 pm - Library**

**MINUTES**

1. **Welcome and call meeting to order** -- Joyce Cheung & Angela Whitney 7:07 pm  
14 parents in attendance  
Lord Kitchener Staff: Debra Nothstein, Angela Stewart, Lorenz Bruechert
2. **Approval of February meeting minutes** -- approved by consent
3. **Reports and updates:**
  - a) **Administrators' Report -- Debra Nothstein & Angela Stewart**
    - Based on feedback from parents, the online scheduling system for parent/teacher conferences worked well
    - Permanent daytime building engineer for Lord Kitchener starting next week
    - No measles reported within VSB, vaccination updates (Vancouver Coastal Health) to come
    - DPAC Treasury 101: advise that Principals bring spreadsheets to regular PAC meetings (for executives to view)
    - Update on money earmarked for wish list: all items purchased except for tent (which has been ordered), there is still some money left in the DA account
    - Asia Luke did an inventory of all the tech in the school; all classes are equipped with what's necessary for tech education. School technology plan is to replace equipment over the next few years (eg Apple laptops, computers for the loft); hope to purchase around 10 computers/laptops each year, slow build (collaboration between school and PAC)
    - Thank yous to track and field teachers and parent volunteers: Gillian Wilson-Haffenden, Katie Middleton and Alycia Schouten; Ashley Horlock and Patti Yeterian, Wendy Epp, Cathy Butler, and Jeanette Murphy.
    - Gr 6 camp was very successful, Lord Kitchener appreciates all the parent volunteers

**Teacher: Lorenz Bruechert**

- Our school is not really outfitted for conducting science experiments
- Would like to encourage additional science type activities from K upwards --idea that this will help generate increasing interest in sciences
- Hope to get more equipment -- funding support requested from PAC

- Possibility of turning a part of the garden to attract more insects, butterflies...eg planting milkweed, Lorenz has spoken with Krista about this
- At this point, we are at small beginnings
- Thank you to PAC for DA which funded some casts/ skulls. Lorenz would like to increase the number of casts / skulls going forward.

**b) Sports Day -- Ashley Horlock**

- Sports Day is on Friday, May 31st
- Plan is to offer pizzas and dilly bars
- Grade 7s will be using the lunch for grad fundraising as per Grade 7 grad committee co-chair, Kira Domaschuk
- PAC has historically purchased dilly bars

Krista Levesque put forward MOTION for Lord Kitchener PAC to support the provision of dilly bars for Sports Day (estimated cost of approximately \$600)

Seconded by Chris Shorthouse

**Vote on PAC providing dilly bars for Sports Day:** all in favour; no opposition, no abstaining votes

**c) Treasurer's Report -- Joyce Cheung & Annie Hsu**

- New process for collecting donations covered at DPAC 101. 3 ways to collect donations: 1) VSB website (tax receipts provided right away), 2) Parents can write cheques to Lord Kitchener PAC which would then write a cheque to VSB who would issue tax receipts, 3) Parents can write cheques to Lord Kitchener PAC with specification that the funds would not be held at VSB in trust. No tax receipt would be issued in such a case.
- Our PAC is not a registered charity, we do not issue tax receipts.
- Updated Budget presented by Annie -- available upon request
- Some funds leftover from DA: Julie Aselstine will go through the items that were not approved from the original wish list
- Thoughts on future needs: tech purchase plan

**4. Other Business**

- Laura Buchanan, a parent at Lord Kitchener presented the following situation:
- *"I am a Kitchener parent, my kids are in Grade 2 and K. I also have a third child, who is starting K in September. I have received news that my third child has not been accepted at Kitchener as a cross boundary sibling - he is 5th of 6 on a waitlist."*

- *This news of restricting Kitchener Kindergarten spots to only catchment, and not allowing cross boundary siblings to enroll, is deeply distressing - and I am exploring how to go about getting this decision revisited. I have talked to Debra Nothstein, and have emailed Richard Zerbe and Suzanne Hoffman.”*
- Laura is looking for both PAC to be made aware of her situation, and for support from PAC
- Laura would like to update PAC as her situation unfolds

### **Hot Lunch -- Ashley Horlock**

- Last day will be May 27th

### **Next meeting will be the PAC AGM - May 21st**

- Prior to that, we will schedule another meeting to determine spending for remaining DA funds.
5. Childminding was provided by Gr 7s, Maggie Shorthouse and Isabella Bast
  6. Meeting adjourned at 8:35 pm