Kilmer Parent Advisory Council (KPAC) Meeting Minutes

April 4, 2023

**Executive Attendees**

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| **Name** | **Position** | **Attended** |
| Lynn Bradshaw | President | X |
| Angela Girard | Vice President | Absent with regards |
| Fatima Benlarhzal | Treasurer | Absent with regards |
| Todd Gelinas | DPAC Representative | X |
| Rachel Klages | Secretary | X |

**Additional Attendees**

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| Theresa Roberts (Kilmer Principal) | Sheree Palmer |
| Jennifer Pownall | Tracey Deschenes |
| Tiffany Douglas |  |

Agenda

1. Call to order
2. Approval of Agenda
3. Approval of March 6, 2023 meeting minutes
4. Executive Reports
   1. President: Lynn Bradshaw
   2. Treasurer: Fatima Benlarhzal (absent) report emailed to Rachel review
   3. DPAC: Todd Gelinas
   4. Fundraising: Maddi Hagel (absent)
5. Administrative Report - Principal: Theresa Roberts
6. Old Business
   1. Hot Lunches: Pizza April 17th - need volunteers to handout. Sheree organizing at school on that Monday
   2. Voting on large item spending needs to happen asap. Ideally bike racks and water fountain would be installed this spring/summer. Have white boards and kinetic sand been purchased? Stage curtains need replacing as well.
   3. 2023-2024 Nominations need to happen asap. Many vacancies for next year. Please spread the word.
   4. Breakfast Program: what is the need going forward? Do we want to establish a morning program with Breakfast Club of Canada?
   5. Popcorn Days: Need to establish more definitive dates to help stick to schedule. March was too busy to have a popcorn day. Hoping to have a parent team of 2 for next year to run this at least once a month. Letter to go home in September.
7. New Business
   1. Budget proposal to be finalized in June. We need to come up with goals for the next school year as well as taking a close look at our financials.

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|  | Call to order   * 6:37pm – Rachel Klages called the meeting to order |
|  | Approval of agenda   * Rachel approved agenda * Tracey seconds agenda |
|  | Approval of March 6, 2023 minutes   * Rachel motions to approve * Todd approves * Tracey seconds   All in favor |
|  | Executive Reports |
| President | * Nothing to report |
| Secretary | * All meeting minutes will be available in a binder going forward, Rachel is working on this. |
| DPAC | * Budget for SD43 preliminary meeting coming up soon and subsequential input meetings are coming up throughout the next few weeks * International travel is open for SD43 students, new insurance requirements need to be met * Presentation about sexual health – this is a required learning topic for all students, parents who want to opt out need to complete this at home. Gender identity is not a part of these topics, it is body science focused. This learning is intended to be non-confrontational and is designed to help parents inform their children about these important conversations. * Upcoming parent’s events – Safer schools, digital safety, substance abuse panel, etc. * Grade 5 parent should note that sexual health education ramps up in grade 6 * Canadian Students for French needs school representatives. Contact Todd if you’re interested in representing Kilmer. Having more parent representatives brings more funding to the program to put on more functions for kids in the community. |
| Treasurer | * Fatima is away but provided financials to Rachel prior to meeting * General account $15,687.16 * Gaming account $2,527.13 * KPAC is working towards putting two years of past financials onto the KPAC SharePoint in the near future * Jennifer bought two idea to spend KPAC funds on from teacher input – ukulele strings and ukulele nuts (approximately $400 total for both), drum heads $390 + tax, as well as sleep program (approximately $400). * KPAC executives put to a vote a proposal to move budget to pay for suggested school improvements (water fountain, bike racks, sleep program, and musical instrument replacements (ukulele strings and nuts and drum heads) for a total of $9,000. Lyn motions to approve, Todd approves and Rachel seconds, all in attendance were in favor. Note: even if the motion is approved the purchasing may not go through if they decide to not carry forward with the purchases. * Gaming grant for 2022-2023 year wasn’t approved as the application deadline was missed, this needs to be submitted for the 2023-2024 now. Treasurer will be notified to submit asap. |
| Fundraising | * Nothing to report, Maddi is absent. |
|  | Administration Report – Theresa Roberts |
|  | Enrolment and Classes for Next Year   * Anticipate informing staff and parents about the classes for next year in April based on our spring enrolment numbers. * Parents will be given the opportunity to voice concerns regarding class placement   Athletics   * Como Lake Relays, Kilmer Relays, Track & Field - Bus rented for 56 people track and field event – will likely need parent drivers as well * May Pole and Grade 5 Girls Riverside Jamboree (basketball) both on May 5th * Sports Day is June 16, looking to do a hot dog or pizza day and a concession or treat day   Assemblies   * Art Starts – Beatles presentation, April 18 * May and end of May Monthly Assemblies * Year End Assembly * Parent Appreciation Tea – May 31   Extra- Curricular and After School Programs   * LunchBox Theater- Mondays & Wednesdays at Lunch * Mondays after school- football * Tuesdays after school – track attack * Wednesdays after school – soccer and Riverside Student Tutors - We’ve expanded to welcome any students, knowing that these tutors are French immersion * Thursdays after school – May Pole Dance Team   Yearbook   * All families will have the chance to order a school yearbook this year. Orders will be online in the Spring. The school will include a yearbook for every grade 5 student as part of their Leaving Ceremony package. Next year the school will ask the KPAC to support this purchase. * Field Trips are booked! Parent Drivers- Como Lake Relays, Track &; Field, some class trips. May Pole Rehearsal, Riverside Basketball Jamboree * We are almost finished booking the field trips including buses for each class. Most field trips are fun activities towards the end of the school year.   Teacher Wish Lists   * School Improvement Costs that KPAC could support: * plan for cost of in-house educational activity each year such as paying for the booking of one special activity each year in addition to supporting buses and field trips ($300 x 12 classes = $3,600) * Young Actors * Hip Hop * Science Alive or Hi Tech – Hi Touch <http://www.sciencemadefunbc.net/elementary.cfm> or <https://geeringup.apsc.ubc.ca/> * Spheros – add to the existing and worn-out collection. * Bike rack -available from uline- not sure where to install? * Laptops to replace the surface tablets –The surface tablets are aged and will need to be replaced or will not be repaired when not working by the district team. I should have the price for bulk ordering laptops in April as this is when we usually put our orders in (all schools). * Intermediate classrooms - Class sets of mini whiteboards – used often and repeatedly across subject areas.https://www.creativechildren.ca/dry-erase-board-plain-2-sided-pkg-45-726-mo912-2x-45 (to be purchased) * Primary classrooms – Kinetic sand and tools for each classroom (to be purchased) |
|  | Old Business |
|  | Hot Lunches   * Next is April 17 – Panago Pizza and donuts. Need volunteers to handout. Sheree organizing at school on that Monday. Hot Dogs for June 16. * 2023-2024 Nominations need to happen asap. Many vacancies for next year. Please spread the word. * Breakfast Program: what is the need going forward? Do we want to establish a morning program with Breakfast Club of Canada? Lots of work to do the Breakfast Club of Canada. Jennifer has stepped up to volunteer on Wednesdays. Current breakfast program isn’t heavily used, and Ms Roberts is providing snack and lunches for some. There is a demand for before school childcare – Kilmer is not a test/pilot school for district childcare programs unfortunately. * Popcorn Days: Need to establish more definitive dates to help stick to schedule. March was too busy to have a popcorn day. Hoping to have a parent team of 2 for next year to run this at least once a month. Letter to go home in September. |
|  | New Business   * Budget proposal to be finalized in June. We need to come up with goals for the next school year as well as taking a close look at our financials. |

8:01 pm – meeting adjourned.

Next meeting: Monday May 8, 2023 6:30pm to 8:00pm in the Kilmer Library