Kilmer Parent Advisory Council (KPAC) Meeting Minutes

September 25, 2023 6:00pm – Kilmer Library

**Executive Attendees**

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| --- | --- | --- |
| **Name** | **Position** | **Attended** |
| Rachel Klages | President | X |
| Juliana Fullerton | Vice President | Absent with regards |
| Byron Wynne | Treasurer | X |
| Todd Gelinas | DPAC Representative | X |
| Tracey Deschenes | Secretary | X |

**Non-Executive Attendees**

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| --- | --- |
| Caren Grade | Jennifer Pownall |
| Anna Schachner | Violetta Leung |
| Maddi Hagel | Theresa Roberts |

**Agenda**

1. Call to order
2. Approval of agenda
3. Approval of June 5, 2023 meeting minutes
4. Introductions
5. Executive Reports
   1. President: Rachel Klages
   2. Treasurer: Byron Wynne
   3. DPAC: Todd Gelinas
6. Administrative Report – Principal, Theresa Roberts
7. New Business
   1. What is PAC?
   2. Budget Presentation and Budget Vote
8. Volunteers are required to help us support our goals for the year
   1. distributing, collecting forms
   2. subcommittees; Gr.5, Fun Lunch, Fruit and Veggie, Munchalunch
   3. June 2024 could be a Carnival year for Kilmer if a committee is established by end of 2023
9. Upcoming Events
   1. Halloween Dance Oct 27
   2. Christmas Purdy’s
   3. Hockey game - Coquitlam Express

**Minutes**

1. Call to order – 6:33
   1. Rachel called the meeting to order.
2. Approval of agenda
   1. Caren approved agenda, Maddi seconds.
3. Approval of June 5, 2023 meeting minutes
   1. Rachel approves
   2. Maddi seconds
4. Introductions
   1. Roundtable of executives and attendees
   2. Looking forward to connecting more with parents at the school and building relationships.
   3. Don’t hesitate to reach out to any of the PAC executives at any time to discuss anything.
5. Executive Reports
   1. President: Rachel Klages
      1. Nothing to report
   2. Treasurer: Byron Wynne
      1. Will provide update with budget
   3. DPAC: Todd Gelinas
      1. DPAC is offering PAC 101 October 4 in personal 7-830 Winslow Centre
6. Administrative Report – Principal, Theresa Roberts
   1. September Events
      1. Fall Conferences – new format to connect with teacher sooner and have stronger conversations around children’s progress
      2. Scooter and bike racks – work order is in to install bike racks, waiting for contractors to complete. Scooter rack is available.
      3. Work order is in for mural to be removed by swings
   2. October/November Events
      1. FSA – standardized tests for grade 4, doesn’t count for report cards
      2. NED show – motivational speaker with yo yos. Mrs Roberts will ensure that some yo-yos are available, no need to buy them
      3. Volleyball coming up- grade 4/5 practices and Grade 5 Jamboree at Citadel Middle (volunteer)
      4. Remembrance Day Assembly
      5. Lunchbox Theatre – starting soon
      6. Lacrosse Assembly – Warriors coming to school soon
      7. Halloween parade – end of October
      8. Flag Football to come back as lunch activity
   3. December Events
      1. Hip Hop or other type of concert in afternoon
      2. Gingerbread houses
      3. Student /class performances will be on Wednesday morning assemblies beginning January
   4. Items for KPAC to potentially support:
      1. Field trips – buses per division
      2. Tennis lessons- $12 per student ($3,000)
      3. Young actors (drama workshop, no performance, English and French) – $12 per student ($3,000)
      4. Hip hop - $12 per student ($3,000)
      5. Art Starts
   5. Grade 5 Committee
      1. Still looking for parents: grad hoodies, community books, frozen yogurt and ceremony
   6. Feeding Futures – funding from government to support vulnerable families
      1. At Kilmer this goes to: Grab’n Go Breakfast/snack program, grocery cards, backpack buddies, Santa Breakfast and food hampers. Likely do gift card support vs hampers due to complexities of creating specialized hampers.
      2. Reach out to Mrs. Roberts should you be a vulnerable family needing support
   7. Before After School Care: Mrs. Roberts is looking into the possibility of a satellite daycare in an unused room at the school. It is not a simple or quick process.
7. New Business
   1. What is PAC?
      1. Not for profit to liaise between parents and the school.
      2. Goal to better the experience of the students. Fundraising is a requirement to provide support to students like buses for field trips, computer equipment, performances, etc.
   2. Budget Presentation and Budget Vote
      1. KPAC has proposed a balanced budget with the goal of a 20% surplus to help support future year and pay bills as they come in
      2. Looking to maintain spending in the past couple of years with minor adjustments for inflationary increases
      3. Larger purchases require specific fundraising as budget proposed is to maintain current KPAC spending
      4. Two cultural enrichments budgeted for this year (Ms Roberts has proposed a couple for this year)
      5. Teacher incentives increased to $15/student this year (last year $10/student). Must benefit all students in classroom.
      6. ½ bus per teacher provided for field trip
      7. Budget approval – motion by Jennifer, second by Tracey – budget approved
   3. Volunteers are required to help us support our goals for the year
      1. Distributing, collecting forms
      2. Ms Roberts will look to see if this can be centralized on School Cash Online
   4. Subcommittees needed: Gr.5, Fun Lunch, Fruit and Veggie, MunchaLunch, Carnival
      1. Maddi will lead fundraising
      2. Caren will lead the online fundraising
         1. Purdy’s delivery scheduled in December
      3. June 2024 could be a Carnival year for Kilmer if a committee is established by end of 2023
      4. Fun lunch parent donations are being applied to support vulnerable families. A one time $10 credit per student will be applied for the 2023/2024 school year.
8. Upcoming Events
   1. Halloween Dance Oct 27
   2. Christmas Purdy’s order in November to December 2, pick up December 14
   3. Coquitlam Express on January 26th
   4. Breakfast with Santa – December 9 (tbc)

7:49 pm – meeting adjourned.

Next meeting is November 6, 2023.