**Kilmer Parents Advisory Council (KPAC) Meeting Minutes**

**Monday, December 4, 2017, at 7 p.m. in the Library**

**Attended by:** Andrew Corbould (Principal), Jocelyn Mikolayenko (Chair), Karen Homes (Treasurer), Leanne Cahan (Secretary), Marvin Klassen (DPAC), Janine Akselin, Mark George, Lisa Bertsch, Ilam Muralidharan, Marie Delagiraudais, Emily Cipparrone, Tania Gardner, Carlye

**Called to Order:** 7:03p.m

**General Business**

Approval of Agenda: Leanne/KarenMotion to approve agenda for meeting of Dec 4, 2017 **CARRIED**

Approval of Minutes: Karen**/**Marvin Motion to approve minutes meeting of Nov. 6, 2017 **CARRIED**  **(edited time of daytime Xmas concert)**

**Executive Reports**

Chair: Jocelyn Mikolayenko

* Reminder of PAC’s role & purpose
* Executive meeting January 10, 2018, for review/update of bylaws
* No January 2018 PAC meeting; next meeting February 5, 2018
* New agenda format for 2018 🡪 time guidelines for Committee reports; new follow-up & discussion sections

Treasurer: Karen Homes

* Review of funds
* Move 12K GIC (matures Dec. 27, 2017) into chequing account to pay for committed items thus far
* Total amount includes grade 5 fundraising (around 10K)

DPAC rep: Marvin Klassen

* New Mental Health Coordinator and youth workers to support students and families in SD43
* Increase in funds for maintenance/facilities & school supply funds; new shop equipment
* Update on new Smiling Creek Elementary; late FI students to attend Citadel Middle not Pitt River
* ER communication radios for each school in district for ER situations (i.e. earthquakes)
* Discussion re: Policy 22: Intro’d in Nov. 2017; DPAC reps not signing on w/o consulting with school reps; district has backed off from implementing. DPAC expects more consultation & parent input. DPAC in support of code of conduct for all persons involved with our children, not independent codes of conduct for different groups. We require more explanation as to what the policy is about. Contact Marvin with feedback [swerve101@hotmail.com](mailto:swerve101@hotmail.com)

**Committee Reports**

Fundraising: Ilam Muralidaharan

* $800 revenue from November 17 movie night

CPF: Marie Delagiraudais

* CPF not coming to French book fair
* Skate night Port Moody arena Jan. 5, 2018; French movie night Feb 2; Magician March 2018

Hot Lunch: Emily Cipparrone, Tania Gardner, Lisa Bertsch

* McDonalds on Dec. 8; KFC/Taco Bell in Jan 2018/Breakfast for Lunch on Feb 16

Popcorn Day: Emily Cipparrone

* January 24, 2018

**Administrative Report:** Andrew Corbould, Principal

* Thank you from staff for PAC funds for classrooms; $ to be spent before spring break
* Outdoor basketball backboard replaced
* New H2O fountain very popular with students
* Bathroom sinks to be replaced along with new counters
* Remembrance Day kudos for students
* New curriculum presentation occurred in November 2017; 21 attendees
* Dec. 16 🡪 Breakfast with Santa; need volunteers
* Dec. 18 🡪 Report Cards; teachers will contact parents by Thursday if meeting is required
* Dec. 19 🡪 Christmas Concert 1:30 p.m. and 6:30 p.m.

**Old Business**

* Hot Lunch followup: Discussion was had regarding the possibility of changing ordering from every 2 months to monthly due to concerns from families in the community. **It was decided** that ordering at this time will continue to be every 2 months.
* Fundraising: Discussion was had reiterating the importance of our PAC to fundraise in an informed way for our parents. It should be made clearer to parents why funds are being raised.
  + **From this point forward**, we will ask for a wish list in May in order to fundraise with clear goals the following school year.
  + Andrew can include PAC purchases in his periodic emails.
  + We can inform parents of PAC purchases on the Kilmer Facebook page.

**New Business:**

* Executive meeting on January 10, 2018, will focus on reviewing current bylaws (last updated in February 2007) and proposing changes. The new bylaws must be submitted to DPAC.
* Discussion was had regarding signing officers. Section XV of the February 2007 Constitution and Bylaws state: *There shall be three signing officers for banking and legal documents. This shall be the PAC President, the Treasurer, and one other Executive officer as decided by the Executive.* In order to uphold the Constitution and Bylaws and to serve the Kilmer community, it was decided that this bylaw must be rewritten in order for a Committee member (in this case, Hot Lunch) to be a signing officer **OR** an Executive member is to be the third signing officer (as clearly stated in our Constitution & Bylaws). Thus, **it was decided** that at the Executive meeting on January 10, 2018, this bylaw will be reviewed and changed where necessary. The DPAC Office has been consulted regarding how we can go about proposing and making changes to the Constitution and Bylaws.
* Regarding Hot Lunch vendor payment, **it was agreed** the Hot Lunch Committee will provide a total for the Treasurer no later than the Thursday morning priorto the (next day) Friday Hot Lunch event.
* Karen made a motion to move the 12K GIC at maturity on December 27, 2017, to our general account, seconded by Marvin **CARRIED**
* Karen suggests that the Kilmer PAC give Paula Fowler a gift card for the mall in the amount of $200 to thank her for her assistance with our financials. Janine/Marie **CARRIED**

**Adjournment:** 8:40 p.m.

**Next Meeting:** Monday, February 5, 2018