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

**Monday, March 4, 2019, at 7 p.m. in the Library**

**Attended by:**

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| Leanne Cahan (Co-President) | Juliana Fullerton | Tania Gardner |
| Phyllis Chong (Vice President) | Christie Beerens | Rachel Klages |
| Carlie Jamieson (Treasurer) | Karen Homes (Secretary) | Jeremy Bauman (DPAC Rep) |
| Laurie Birnie (Principal) | Sunny Lemen | Lisa Bertsch  |
|  |  |  |

**Called to Order:** 7:01p.m

**General Business:**

Approval of Agenda: Juliana/Tania **Motion Carried**

Approval of Minutes (December 2018): Tania/Juliana **Motion Carried**

Approval of Minutes (February 2019): Juliana/Tania **Motion Carried**

**Executive Reports:**

No updates from the co-Presidents nor the Vice-President.

Treasurer: Carlie Jamieson

* Four transactions in February.
* KPAC general account bank balance: about $33,000
* The Treasurer will not be able to continue in the role next school year.

DPAC rep: Jeremy Bauman

* A budget presentation was conducted at the last meeting.
* FYI: the cannabis/vaping policy is still in effect
* Sexual Orientation and Gender Identity (SOGI) curriculum discussion and clarification of misconceptions of curriculum:
	+ Support inclusion
	+ SOGI topics woven through discussions in classes, the complexity and depth of the conversation is dependant on age of students (K-12).
* Fundraising notifications can be sent to DPAC, which they can promote on Twitter (likely to be picked up by TriCity News).
* Parents are always welcome at DPAC meetings!
* Upcoming presentations (registration required):
	+ March 13: Traffic Safety
	+ April 11: Children of the Street
	+ May: Mental Health first aid (date TBD)

**Committee Reports:**

Fundraising: Juliana Fullerton

* Textiles fundraiser: April dates to be confirmed (Lori Christie organizing). This will be promoted through KPAC’s Facebook page.

Hot Lunch: Tania Gardner, Lisa Bertsch

* Next hot lunches will be in April and May. June will be McDonald’s.
* **More volunteers are needed to distribute Hot Lunch** – these are 45 minute shifts (1130am-1215pm).
* MunchaLunch currently states that “you will receive an email” regarding volunteer shifts once you have opted to help – this is not the case. This will be addressed with MunchaLunch.
* Update: Fruit and Veggie Program verified that KPAC already accessed the fridge grant in 2014.
* Discussion about need to replace unsafe and broken items in the KPAC kitchen (cutting boards, knives, etc.)
* Discussion about purchase of two stationary, insulated food-warming/cooling cabinets to keep food items cool or hot, prior to being served to students. The approximate cost would be $775 CAD each.

Juliana moved that KPAC allot up to $1,000 to purchase two food-warming cabinets and six trays, in addition to assorted kitchen items (cutting boards, knives, etc.) for use by KPAC, for KPAC activities and events.

Seconded by Rachel **MOTION PASSED**

Fruit and Veggie:

* Sunny Lemen has FoodSafe certification and will check fruit and veggies after delivery (before they are given to students).

Canadian Parents for French (CPF): Christie

* Meeting cancelled due to weather (snow).

**Administrative Report:** Laurie Birnie, Principal

* **Still need a Bon Homme volunteer and assistant.**
* Report cards will be distributed March 13.
* During spring break, waste management station will be set up around the school, with separated containers for garbage, organics, etc.
* September 2019’s projected enrollment: English kindergarten – 18 students; French Immersion kindergarten – 30 students
* Port Coquitlam Rotary Club has approached Ms. Birnie about visiting the school to discuss a possible charitable donation, as the organization has with other local schools. Examples include grocery store gift cards and “starfish backpacks” for families in need; dictionaries for grade 4 students.
* Medical Alert records are currently being reviewed; changes are being made to standard operating procedures, where necessary.
* School jerseys have been ordered. (KPAC approved this cost over a year ago.)

**Old Business:**

* Updating the KPAC Vice-President’s role in the KPAC Constitution and Bylaws.

Current description of VP role in SD43 District PAC’s Constitution and Bylaws:

Article V, Section 2

Vice President shall: a) assume the responsibilities of the President, as per Bylaw Article V, Section 1, in the President’s absence or upon request; b) assist the President in the performance of his/her duties; c) may be assigning authority on behalf of the Council; d) ensure that a Nominating Committee is struck annually as per Bylaw Article III Section 2; e) organize volunteers on internal and external committees.

Proposed addition to KPAC’s Constitution and Bylaws:

Vice President shall: a) assume the responsibilities of the President, as per Bylaw Section X, Section A, in the President’s absence or upon request; b) assist the President in the performance of his/her duties; c) may be assigning authority on behalf of the Council; d) may organize volunteer committees.

Juliana moved that KPAC accept the proposed addition to KPAC’s Constitution and Bylaws, as written above.

Seconded by Karen **MOTION PASSED**

Leanne will update KPAC’s Constitution and Bylaws and send a copy to DPAC for filing.

* Next BCTF info session: topic will be the revised curriculum, on May 14 or 28 (to be confirmed). We have been told that KPAC can review the materials prior to the presentation.
* Parents’ Wish List (ideas for items to be purchased by KPAC): Phyllis will send out a survey to parents, via class reps.
* Gaga Ball structure: waiting for a quote for installation
* Reminder: **Seeking a volunteer Sports Day Coordinator**.

**New Business:**

* Lunch time at Kilmer: eating lunch inside, then going outside to play. Students that don’t finish their lunches inside the classroom may take lunch items outside to finish.

Some teachers start lunch time earlier than the bell, e.g. students washing hands before eating; some teachers allow students to finish lunches later in the afternoon.

**Adjournment:** 8:21 p.m.

**Next Meeting:** Monday, April 8, 2019 at 7pm in the Kilmer library.