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

**Monday, October 1, 2018, at 7 p.m. in the Library**

**Attended by:**

|  |  |  |
| --- | --- | --- |
| Leanne Cahan (Co-President) | Juliana Fullerton | Nipa Bhalla |
| Phyllis Chong (Vice President) | Christie Beerens | Rachel Klages |
| Carlie Jamieson (Treasurer) | Karen Homes (Secretary) | Jeremy Bauman (DPAC Rep) |

**Called to Order:** 7:02p.m

**General Business:**

Introductions

One parent requested to add a new item under New Business: special grant request for bus cost (grade 4 and 5 field trip).

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

Approval of Minutes (September 10, 2018): Carlie/Juliana **Motion Carried**

**Executive Reports:**

Co- President: Leanne Cahan

* Any interest in a parent education talk in January by the BC Teachers’ Federation? Attendees indicated yes. Leanne will inquire further and schedule a date.

Treasurer: Carlie Jamieson

* The Gaming Grant from the Ministry has not yet been received and will not be provided until the Ministry has received the three missing Summary reports from previous years. Karen Homes (2017/18 KPAC Treasurer) will complete the reports and file them in the coming weeks.
* KPAC’s general account bank balance is approximately $34,000; financial commitments to specific items have been made, but not yet paid.
* There is no printed financial report this month.
* Carlie will work with Ms. Hardy in the school office to see how much has come in from Parents’ donations – this money will go towards PAC initiatives.

DPAC rep: Jeremy Bauman

* PAC 101 is being hosted by the District Parent Advisory Council (DPAC) on October 3rd at Winslow Centre. Please register if you want to attend.

**Committee Reports:**

Fundraising: Juliana Fullerton

* The Halloween Dance will be October 26th and parent volunteers are needed. Information about pre-ordering tickets and food will be shared soon.
* Kilmer now has an account at Biggar Bottle Depot (on Kingsway, in Port Coquitlam). If you would like to donate your bottle proceeds to the school account, please do so.
* Chapters/Indigo has a passive fundraiser in which KPAC can get a percentage of in-store and online purchases when you indicate “Kilmer” at check-out. Detailed information will be shared soon.
* Classroom reps will send out reminders for fundraising and other KPAC activities.
* Hot Dog Hot Lunch went well.
* KPAC’s kitchen supplies need to be replenished (e.g. cutting boards, napkins, sugar, etc.) and will be purchased soon.

Emergency Preparation: Phyllis Chong

* All supplies have been replenished. No further discussion nor action is warranted until late spring.

Social media: Nipa Bhalla

* Lots of frequent posts.
* Committee chairs are invited to send information for posting to Nipa directly.
* Class reps should remind school families to “like us” on Facebook (@KilmerPAC)

Fruit and Veggie: Nipa Bhalla

* Carrots are next.

Canadian Parents for French (CPF): Christie

* Attended first meeting of the school year and a CPF membership drive was discussed.
* Info packages will be sent out to French Immersion students.

Garden: Rhiannon will look after Garden Club for now.

**Administrative Report:** Leanne Cahan on behalf of Andrew Corbould, Principal (sick)

* The report card template will be changing and further information will be provided very soon.
* More information will be sent out via email about Star Student Assemblies, Terry Fox Day, Interim Reports and the Halloween Parade.
* The date for school picture retakes will be announced soon.
* Breakfast with Santa, a fundraiser for Share Society and to help support Kilmer families, will take place December 15th.
* The Christmas skating night will be on Monday, December 17.
* Foundation Skills Assessment information has been sent home with grade 4 students.

**Old Business:**

* Andrew will provide the Staff’s Wish List at a later date.
* Some parents would like to provide suggestions to the Administration for performances/performers (KPAC-funded performances).

**New Business:**

* Special request to KPAC to pay $1,400 for bus transportation for grade 4s and 5s to the Britannia Mine Museum on November 13.

Phyllis Chong moved that KPAC allot up to $1,500 in order to pay for bus transportation for the intermediates’ field trip to Britannia Mine Museum on November 13, 2018.

Seconded by Nipa Bhalla **MOTION PASSED**

* There were questions asked about KPAC’s support of field trip funds and if there was consideration of adding intermediates’ bus transportation as a budgeted item for next year. Adding it as a budget item has been tabled for discussion for later in the school year.
* Additional new business was brought up (though not on the agenda): grant funding available in the community (e.g. City of Port Coquitlam’s Healthy Community Committee, Canada Post). Two local PACs have applied and received funds recently, for playground gear and a learning garden, respectively. Discussion took place – are there projects that KPAC may want to apply for? The hyperball structure and a wall mural were suggested. Carlie will investigate these two grants further and report back.

**Adjournment:** 8:00 p.m.

**Next Meeting:** Monday, November 5, 2018 at 7pm in the Kilmer library.