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

**Monday, September 10, 2018, at 7 p.m. in the Library**

**Attended by:**

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| Marvin Klassen (Co-President) | Juliana Fullerton | Derek Howell |
| Phyllis Chong (Vice President) | Shianne Kauhausen | Stacey Neuman |
| Carlie Jamieson (Treasurer) | Lama Alrakad | Emily Cipparrone |
| Karen Homes (Secretary) | Christie Beerens | Bill McNeill |
| Jeremy Bauman (DPAC Rep) | Dawnn Fairhall | Nipa Bhalla |
| Andrew Corbould (Principal) | Paul Fairhall |  |

**Called to Order:** 7:11p.m

**General Business:**

Introductions

One parent requested to add a new item under New Business: discussion of grade 5 camp.

Approval of Agenda: Emily/Nipa **Motion Carried**

Approval of Minutes: June 11, 2018 minutes Carlie/Phyllis **Motion Carried**

**Executive Reports:**

Co- President: Marvin Klassen

* No items to report.

Vice-President: Phyllis Chong

* Classroom representatives are needed for each division, please contact Phyllis if you would like to volunteer.
* Other KPAC positions need to be filled, including CPF (Canadian Parents for French) – attend the CPF monthly meeting and report back to KPAC.

Treasurer: Carlie Jamieson

* 2017/18 KPAC Treasurer (Karen Homes) provided the report.
* The Balance Sheet is included in the meeting package; the report includes information up to and including June 30, 2018.
* KPAC’s general account bank balance is approximately $35,000.
* We expect to receive the decision from the Gaming Grant branch (about funding) in the next two weeks.

DPAC rep: Jeremy Bauman

* Reminder that PAC 101 is being hosted by the District Parent Advisory Council (DPAC) on October 3rd at Winslow Centre. Please pre-register by September 27th, as there is a limited number of seats (see DPAC 43’s Facebook page for details). At least two KPAC Executives plan to attend this session to learn about PAC Constitutions and Bylaws and what to expect in a PAC Executive role.

**Committee Reports:**

Fundraising: Juliana Fullerton

* A fundraising notice will be distributed to students very soon, detailing the fundraising events and activities for this year. This includes the following, and many others:

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| Neufeld Farms | Halloween Dance |
| Created by Kids | Purdy’s Chocolates |
| A bottle drive | Movie Night |

* 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!
* KilmerWear and GradWear will be looked after by Nipa and Kim, respectively. Order notices will go out soon.

Popcorn and Hot Lunch: Emily Cipparrone

* September 26th’s popcorn day will take place at recess ($1/bag). Kindergarten classes will have the orders brought to their classroom.
* September 28th’s hot lunch will be hot dogs. MunchaLunch is now open to take online orders.

Emergency Preparation: Phyllis Chong

* Every class has a bin of emergency supplies. A full inventory was conducted last fall and missing items were replaced this past spring/summer. Bottled water and granola bars are exchanged for new inventory during each school year, to ensure that supplies do not go stale.

Social media: Nipa Bhalla

* 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

* Different items are delivered twice a month to school, for distribution to classes. Teachers ask students to try the fruit or veggie. The first item is expected to be organic plums, the week of September 17th.

Lego Club: role is currently vacant (a volunteer is welcome!)

* Takes place at lunch on rainy days.
* On-call parent volunteers are welcome (as the activity is weather-dependent).

Garden Club: role is currently vacant (a volunteer is welcome!)

**Administrative Report:** Andrew Corbould, Principal

* Thankful Thursdays – Andrew will ask staff if they would like this tradition to continue.
* Thank you for the four new cement picnic tables! A video of the picnic tables being lifted by a crane and placed into the courtyard was shown. Payment through the school district will save on taxes (KPAC will reimburse the district). Thanks to Phoenix Trucking for the delivery and placement.
* Enrolment of students has decreased slightly, from 306 students in June 2018, to 281 students in September 2018.
* There are new teachers and staff at school.
* Summer School at Kilmer: understanding that parking and traffic around the school was frustrating and difficult.
* Sidewalk construction: there is still some work left for the City to complete. There is more work to be done on the gravel parking lot (angled parking barriers).
* Information about upcoming after-school programs will be distributed soon (Mother Goose, Beyond the Bell, etc.)
* LunchBox Theatre registration will take place online – information will be distributed.
* Star Student Assembly: Kindergarten and students new to the school will receive their Kilmer Stars.
* Christmas activity will be a skating night this year (concert performances are every other year). Date to be announced.
* Breakfast with Santa, a fundraiser for Share Society and to help support Kilmer families, will take place December 15th.
* More information about school’s October Terry Fox Day-related events will be distributed soon: special event for grade 4s and 5s and head-shave day.
* Laptops and two more iPad sets will be arriving at school soon.
* School Administration and staff have begun discussions about their Wish List for this school year. This includes: Young Actors Program (drama workshop for all students), repainting of outdoor games (hopscotch, etc.), a Gaga Ball structure (also known as HyperBall), two additional Sparks Bikes (there are currently four in the school) and additional sand for the sandbox. Further discussions will take place and a notification will be sent out for the upcoming KPAC Voting Meeting for items that may be financially supported by KPAC.
* Andrew will continue to communicate by email (attendees were appreciative of the frequent and informative emails).
* Broken windows and glass around the school’s exterior will be fixed immediately.

**Old Business:**

* None.

**New Business:**

* KPAC bank signing authority

Nipa Bhalla moves that Karen Homes (2017/18 KPAC Treasurer) be removed from the Kilmer Parent Advisory Council bank signing authority and that Carlie Jamieson (2018/19 KPAC Treasurer) shall be the new signing authority, effective September 10, 2018.

Seconded by Emily Cipparrone. **MOTION PASSED**

* Discussion about grade 5 camp.

Marvin addressed the group to clarify that grade 5 camp is not a KPAC activity, but a school activity that KPAC contributes funding towards.  Andrew offered to answer questions about the issue.

One parent asked about the rationale behind the school’s decision to do another activity instead of an overnight camping trip.  One reason discussed was the substantial preparation and involvement required by several teachers to organize and coordinate this activity (approximately six months).  *This includes time out of class working out contract and paperwork requirements, developing our program for the camp, confirming details are in congruence with board policies, time to attend camp itself, and in-class in preparing students to attend.\**

*While cost is always a concern, no child has been denied access to camp for financial reasons.*

The question was asked if the formation of a parents’ committee to assist with the planning could change the decision to cancel the grade 5 overnight camping trip.  The answer was no; grade 5 camp as a school activity will only take place if the teachers are willing to take it on.

*Grade 5 teachers are currently investigating year end opportunities for Grade 5 students*

\*Italicized text is clarification and additional information provided by the Principal.

**Adjournment:** 8:52 p.m.

**Next Meeting:** Monday, October 1, 2018 at 7pm in the Kilmer library.