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

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

**Attended by:**

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| Krista Ramirez (Co-Treasurer) | Tracey Deschenes | Caren Grande |
| Amber Davies (President) | Rachel Klages | Todd Murie |
| Lynn Bradshaw (Co-Treasurer) | Leanne Cahan | Karen Homes |
| Marvin Klassen (Vice President) | Laurie Birnie (Principal) | Sam Caraiman |
| Jeremy Bauman (DPAC rep) |  |  |
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**Called to Order:** 7:00pm.

**General Business**

Introductions

Approval of Agenda: Request to move Administration Report to beginning of meeting, as the Principal needs to leave and attend to a personal matter. Marvin / Leanne – **Motion carried**

Approval of Minutes: Leanne / Krista– **Motion Carried**

**Administrative Report**

Kilmer Library transition to Learning Commons

* The team from the School District identified 15,000 books over 15 years old. The library will be keeping 7,000 – 8,000 of theses books. The remainder will be donated or recycled.

Learning Services (supports outside classroom program)

* Learning Services will be changing to a needs-based model (a district-initiative) - more information may be provided if and when the District provides it.
* Standardized testing and assessment will take place.

Events

* French book fair – October 21
* Winter concert – December 16 (non-ticketed dress rehearsal), December 17 (afternoon performance), December 18 (evening performance). Tickets will be available via Eventbrite and more information will follow in the coming weeks.
* Great Shake Out – October 17
* Star Assembly - October 30
* Halloween Parade (gym) – October 31
* Port Coquitlam fire department drill day and Fire Chief for a day – name to be drawn.

**Executive Reports**

President (Amber Davies) and Vice President (Marvin Klassen)

* No report

Co-Treasurers: (Krista Ramirez and Lynn Bradshaw)

* Current balance in KPAC VanCity chequing account is approximately $28,000 plus a $5,000 GIC; gaming grant has not yet been deposited into the Gaming Account.

DPAC Rep: (Jeremy Bauman)

* PAC 101, hosted by DPAC, took place earlier in October. Topics included Constitution and Bylaws, effective meetings and accounting/Treasurer role.
* Reminder that each enrolled child in the district is able to access multiple Microsoft Office software licenses.
* PACs should have a personal information/privacy policy disclosure on the PAC section of the school website.
* DPAC meetings are the last Wednesday (evening) of each month.

**Committee Updates**

Fundraising: (Todd Murie) – kilmerfundraising@gmail.com

* Halloween Dance needs 10-20 volunteers for set-up, take-down, concession, admission, games. Pizza pre-orders will be done through MunchaLunch.
* Costume Sale – information to come.
* Crochet Night will not go ahead this year.
* Purdys Chocolates – order forms will be available in November, delivery to school will be in early December.
* Neufeld Farms orders (prepared and frozen food) will go ahead this year.

Hot Lunch: (Lisa Bertsch, Emily Cipparone, Tania Gardiner)

* No report

Emergency Prep: (Phyllis Chong)

* Bottled water was switched over on Terry Fox Run day.

Social Media and Fruit & Veggie Program: (Nipa Bhalla)

* If you would like to post information about a KPAC event on the Facebook page, please contact Nipa at nipabhalla@gmail.com with “Kilmer Facebook Post” in the subject line and the details of the event in the body of the message.
* Fruit was delivered to classes last week.

Popcorn/Treat Day:

* To be announced soon.

Sandwich Boards: Rachel Plages

* New letters will be purchased soon; expenditure was approved last school year.

**Volunteer Positions available**

Canadian Parents for French (CPF): **Not Yet Filled**

* Volunteer attends monthly meetings and reports back to KPAC. CPF meets six or seven times a year.

Carnival Committee Chairperson: **Not Yet Filled**

* One or two volunteers will be needed to coordinate and organize the Kilmer Carnival. This event is held every other year and the next Carnival will be held in June 2019. The Chairperson(s) will lead, but parent volunteers will help before, during and after the one-day event. KPAC will find the Carnival Binder (created by a past Carnival Chairperson) which contains a guide, templates and vendor contact information.

Lego Club: **Not Yet Filled**

* Volunteer that can supervise Lego Club on rainy days. In past years, the volunteer would contact the school early in the day to find out if students’ breaks will be held indoors due to bad weather.

Garden Club: **Not Yet Filled**

* Volunteer that can direct and supervise students who want to work in the school’s courtyard garden.
* There is a modest budget for supplies and there are gloves and potting soil in the shed.

**New Business**

Class reps

* KPAC doesn’t currently have class representatives for each division. KPAC President will inquire further to find out if reps are desired/required to help KPAC disseminate information to the school community and assist teachers with communication to parents.

Grade 5 year-end celebration

* Parent concerns have been voiced to KPAC, unhappy about the school’s decision against an overnight field trip at the end of the school year. The school administration had made it clear that an overnight trip is no longer a feasible option for many reasons. As it is a **school field trip**, it must be planned and carried out by a Kilmer teacher; parents may help with fundraising if requested by school staff.

Litter problem

* A lot of litter has been found on school grounds; it’s unclear if the majority is being left by Kilmer students or if after-school and weekend community visitors are leaving their garbage behind.
* Comments: teachers can ask each child to bring in a piece of garbage at the end of recess and lunch; buckets and grabbers are currently in the locked courtyard (in past, students have initiated clean-up on their own, using this equipment); a large amount of bottle/can recycling has been deserted in the courtyard (why?) and why is the courtyard closed?

**Adjournment: 8:35pm**

**Next meeting: Monday, November 4th,2019 at 7pm in the library.**