Kilmer Parent Advisory Council (KPAC) Meeting Minutes

March 6, 2023

**Executive Attendees**

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| **Name** | **Position** | **Attended** |
| Lynn Bradshaw | President | X |
| Angela Girard | Co-Vice President | Absent with regards |
| Fatima Benlarhzal | Treasurer | X |
| Todd Gelinas | DPAC Representative | X |
| Rachel Klages | Secretary | X |

**Additional Attendees**

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| Theresa Roberts (Kilmer Principal) | Sheree Palmer |
| Juliana Fullerton | Maddi Hagel |
| Caren Grande | Tracey Deschenes |
| Tiffany Douglas | Dayna Smelser |

Monday March 6, 2023 6:31pm

1. Call to order
2. Approval of agenda
3. Approval of February 6, 2023 meeting minutes
4. Executive reports
   1. President: Lynn Bradshaw
   2. Vice-President: Angela Giraud
   3. Treasurer: Fatima Benlarhzal
   4. DPAC: Todd Gelinas
   5. Fundraising: Maddi Hagel
5. Administrative Report – Principal: Theresa Roberts
6. Old Business
   1. Hot Lunches: Hot Dog Day went well. Minor adjustments in work flow for future hot dog days noted. Also a Kilmer parent came forward to offer healthy options, turkey dogs, at cost as he works for a meat supplier. Taco Del Mar on Mar 3. Ordering done.
   2. Volunteer Forms: Tracey put these into Excel- thank you! Available for future events
   3. Gr.5 Committee: Return-It made $131 in January and February
   4. Valentine’s Movie Night: Huge success- Thanks to Maddi for organizing, to parent volunteers on night of! This was fundraised via school cash online.
   5. Review of Section XIV Finances to ensure we are following the bylaws.
   6. Mural removal: Lynn
   7. Financial reserves: school improvements to better the school and education experience of the children need to be made. Additional/replacement gym equipment was discussed as an option at last meeting. Suggestions for how KPAC can contribute to better the school are welcome now!! Brainstorm Session: Stage curtains, teacher name plaques, water fountain, drumming instruments, stage play back drops, a dishwasher in the gym kitchen.
7. New Business
   1. GradsBC in Port Moody emailed: they do family sessions with a $20 give-back option. Booking into April/May. Would we like to do this for our school?
   2. VP Co-Chair vacancy. Do we need to fill this position prior to voting in May
   3. Teacher Appreciation door hangers. This would be a good way to determine needs for our school/students.
   4. Nominations for executive positions needed ahead of May AGM
   5. Adjournment: Next meeting Monday March 6, 2023 at 6:30pm in Kilmer Library
   6. Start art group to support lunchbox theatre, create mural for Greatest Showman

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|  | Call to order   * 6:31pm – Lyn Bradshaw called the meeting to order |
|  | Approval of agenda   * Todd approved agenda * Juliana seconds agenda |
|  | Approval of February 6, 2023 minutes   * Rachel approves * Caren seconds   All in favor |
|  | Executive Reports |
| President | * Wondering if KPAC meetings could be moved to 2nd Monday of each month. For April we’ll move to Tuesday April 4th, then move to 2nd Monday of each month for May and June. |
| Vice-President | * Phyllis is no longer able to be a part of KPAC as co-vice president. She’ll continue to volunteer to support. * Angela is absent tonight. * VP is not a required position, no need to fill Phyllis’ role for the rest of the year. |
| DPAC | * Presentation on the school district’s technology * WIFI is getting upgraded in the district, starting with high schools * School district pays for O365 for each student – no need to pay for your children to get Microsoft Office365 as each child has a free license for 10 devices * Loaner program of 1,500 devices is available for children moving from middle school to high school for families where this support would be helpful. |
| Treasurer | * General account $15,289.05 * Gaming account $1,875.13 * Working with Rachel to get past financial reports into KPAC binder and onto SharePoint site |
| Fundraising | * Movie night was a success with almost $1,200 made. Ran smoothly with no problems. This was a school fundraiser not a KPAC fundraiser and the money raised will be spend by the school for new gym equipment. * Purdy’s campaign for Easter is open for two more weeks. Take up is not strong, will not do this Easter campaign in the future. * Maddi has two more fundraisers planned, a Easter bake sale and another movie night. * Popcorn day in March is coming. * Juliana is fundraising for Grade 5’s – froyo and freezie Fridays for May and June. |
|  | Administration Report – Theresa Roberts |
|  | Enrollment and classes for next year   * Will know more by April KPAC meeting (E.g. # of divisions, French vs English classes, etc.) * Parents will be given opportunity to voice concerns regarding class placements   Athletics   * Finishing up: KHL, Grade 5 basketball jamboree and lacrosse coach   After Spring Break: Como Lake Relays, Kilmer Relays, May Pole, Track and Field  Assemblies   * Lots in February, including Duffle bag Theatre, BC Lions Presentation, and Pink Shirt Day, as well as Wednesday assemblies continuing, this week Div 1 and 2 * March 10 – Carneval happening, still looking for a Bon Homme. * Art Starts in April – Beetles band * Assemblies in April – Earth Day   Extra Curricular and After School Programs   * Lunchbox theatre registration is open, Football Mondays after school, Tuesdays – Track Attack, tutoring (French and English) is starting again after Spring Break by drop in, Wednesday – soccer, Thursdays – May Day pole dance   Year Book   * Happening this year, led by Ms. Roberts, each grade 5 will be given a yearbook. Next year it would be nice to have KPAC be given a yearbook by KPAC. Books are approximately $20 each. * All families will have an opportunity to purchase a year book   Field Trips   * Field Trips are booked and busses are being booked. KPAC field trip money is being used for fun outings.   School Improvements that KPAC could support   * School could use new tablets or laptops – technology is aging out. Bulk pricing will be available soon. * Intermediate (and primary) classrooms could all use class sets of mini whiteboards. * Primary classrooms could use more kinetic sand for kinesthetic learning * Document cameras which are aging and no longer match the TVs easily   Hyde Creek Spirit Triathlon   * Parent recommends this to Ms. Roberts to communicate * Check out Triathlon BC for more information   Sports Day   * Sports Day is June 16 * Hot lunch will be this day and likely a concession as well |
|  | Old Business |
|  | Hot Lunches   * Next is April 17 – Panago Pizza and donuts. Hot dog day went well, parent offered to sell at-cost meat to KPAC. Looking to the future to do low-cost hot dog days where hot dogs can be provided for families is need for free.   Volunteer forms - put into a spreadsheet for future volunteer contacts  Grade 5 Committee – Return It made $131 in January and February  Mural removal – moved to next meeting to discuss  Financial reserves   * Looking to spend some of the money fundraised by past KPAC fundraisers. Option to trade in old technology (iPads) and upgrade to newer equipment, cost to be determined in early April. Note that the Gaming fund money can only be spent on certain items. * Motion to approve up to $5,000 for the school – all in favour. * $2,000 will go to sporting equipment for the school * KPAC money will be going to lots of field trips for end of year so don’t want to spend all the money until all receipts are accounted for. * Brainstorming for additional improvements – stage curtains, teacher name plaques, water foundation, drumming instruments, stage play back drops, dishwasher in the kitchen (Ms. Roberts noted this is not a great idea for the space). |
|  | New Business   * GradsBC in Port Moody emailed: they do family portrait sessions with a $20 give-back per sitting/family. Booking into April/May. Would we like to do this for our school? KPAC will pass right now. * Sparta Restaurant has a good return on their fundraising option for the future * VP co-chair vacancy – wont fill as not an obligatory position. Phyllis will continue to help but not be an executive. * Teacher Appreciation door hangers. This would be a good way to determine needs for our school/students. Potential option for end of year gift for teachers. Rachel will look into Greek food as a fun lunch catering idea. * Nominations for executive positions needed ahead of May AGM. Looking for volunteers who are interested in being a part of KPAC as an executive position. * Start art group to support lunchbox theatre, create mural for Greatest Showman. Phyllis will spearhead this and KPAC will donate the money (less than $200). |

7:48 pm – meeting adjourned.

Next meeting: Tuesday April 4, 2023 6:30pm to 8:00pm in the Kilmer Library