Kilmer Parent Advisory Council (KPAC) Meeting Minutes

November 6, 2023 6:30pm – Teams

**Executive Attendees**

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| --- | --- | --- |
| **Name** | **Position** | **Attended** |
| Rachel Klages | President | X |
| Byron Wynne | Treasurer | X |
| Todd Gelinas | DPAC Representative | X |
| Tracey Deschenes | Secretary | X |

**Non-Executive Attendees**

|  |  |
| --- | --- |
| Caren Grande | Sheree |
| Theresa Roberts | Violetta Leung |
| Samantha Vaissade |  |

**Agenda**

* Call to order
* Approval of Agenda
* Approval of November 6, 2023 Meeting Minutes
* Executive Reports
  + President: Rachel Klages
  + Treasurer: Byron Wynne
    - Present bylaw amendments for all KPAC
    - Square point of sale
  + DPAC:  Todd Gelinas
  + Principal: Theresa Roberts
* Old Business
  + Craft Fair
  + Purdy’s Fundraiser
  + Committees need to establish some meetings starting in the new year.
* New Business
  + Christmas Community Lunch
  + MunchaLunch donations
  + Review upcoming fundraisers and meeting dates for new year

**Minutes**

* Call to Order
  + Rachel called the meeting to order at 6:31pm
* Approval of Agenda
  + Tracey approves
  + Byron seconds
* Approval of November 6, 2023 meeting minutes
  + Tracey – approves
  + Byron - approves
* Executive Reports
  + President: Rachel Klages – all information included in old and new business
  + Treasurer: Byron Wynne
    - Financials are in good shape, craft fair was was very successful.
    - Present bylaw amendments for all KPAC
      * Formalize structure and more internal controls to be established
      * This is what has been followed all year, just make sure it’s the same process going forward and two people are signing off on all expenses.
      * These suggestions are available on KPAC SharePoint
      * Vote to approve will be at the next meeting in January
    - Square point of sale available for deposits at events. MunchaLunch and School Cash Online is the preferred method of payment. Helps us to advertise and bring community into school events
  + DPAC: Todd Gelinas
    - District board had some changes in their board.
    - On December 18th there’s a meeting to discuss future of Hazel Trembath
    - Anti-racism principles in place, meeting with student leadership council (middle and high school students). Survey to go out to all district parents.
    - Program of choice registration coming in January
    - Presentation provided on what is a PAC.
    - Presentation on holistic nutrition.
  + Administrative Report – Principal, Theresa Roberts
    - Program of choice registration in January. Important to start kids in French. Immersion in Kindergarten, more spaces don’t open up afterwards.
    - SD43 facilities is installing the water bottle filler by the gym, hopefully by the end of the week.
    - We are still waiting on work orders for: cleaning the old mural and installing the white boards to Rooms 301 and 202.
    - We are working with the Province and District to see if Kilmer can be selected for the next round of child care spaces.
    - Foundation Skills Assessment (FSAs) are complete and parents are receiving the results this week. January will be the administration of the Middle Years Development Index (MDI) Survey for grade 4 students (social/emotional survey and healthy habits survey). The data from these assessments helps us plan our school goals and work to improve the school.
    - Report cards, now called Learning Updates, will be published to the Family Portal on Tuesday December 19th. Plans for designated students, including individual education plan (IEP) and English language learners’ (ELL) annual instructional plan (AIP) will also be posted. Contact Ms. Roberts if you’re not able to access your child’s report. Note the My Ed site is easier to use on a computer vs a smart phone.
    - Thank you for your support of the Scholastic Book Fair.
    - December School Events:
      * Ongoing – Collections for holiday hampers
      * December 8 – Candy Bags for Seniors will be assembled
      * December 9 - Santa Breakfast in support of Community Building and Holiday Hampers
      * December 11 to 14 - Lacrosse Lessons for classes
      * December 15 - Gingerbread Houses (school supply’s milk cartons, graham wafers and ice cream cone. Families to supply candies and icing)
      * Holiday Show starts at 9am:
        + December 19 (Dress rehearsal)
        + December 20 concert A-L families invited
        + December 21 concert M-Z families invited
    - January Events: Basketball and KHL start. Student/class performances will be on Wednesday morning assemblies.
* Old Business
  + Craft Fair: event was a huge success with $1,400 in table rentals (collected via School Cash Online) and $878 in entrance and concession (cash, majority from the entrance fee). A lot of feedback was received suggesting we do entrance by donation. Next year we would like to have more poster boards around town to increase traffic. Discussed possibility of changing time to catch parents at pick-up and finish at 8pm. When funds are collected via School Cash Online it can be challenging to transferring money back to KPAC, although the funds raised are KPACs to allocate. KPAC executives will brainstorm online payment options for future fundraisers.
  + Purdy’s raised $692 of $1,000 projected earnings. Chocolate pickup is December 14 at the school.
  + Committees need to establish some meetings starting in the new year. We have a couple volunteers but are still looking for more. Carnival committee meetings will be started soon and all volunteers are welcome. They should be updating KPAC with their status to keep them informed.
* New Business
  + Christmas Community Lunch budget - vote required. One volunteer per class will be needed for this lunch to help with dishing and serving. This will happen on December 22. You need to order online via MunchLunch in order for your child to get the lunch. Juice and side are extra. Cost to KPAC is $1.38/child for pasta and sauce ($348 total cost to KPAC). Rachel proposes to amend budget to include this. Sheree, Tracey and Todd all agree to pass.
  + MunchaLunch donations will continue to be added to our meals. Last term we applied $140 of credits to families in financial hardship. We raised $155 through donations. If everyone is in favour we can do this again next term.
  + Review upcoming fundraisers and meeting dates for new year.
    - First KPAC meeting will be January 8, 2024. We’ll keep with first Mondays of the month unless there’s a stat holiday (eg Easter Monday).
    - Potential for Pub night and movie night in January or February

7:42 pm – meeting adjourned.

Next meeting is January 8, 2024 in the Kilmer Staff Room.