Kilmer Parent Advisory Council (KPAC) Meeting Minutes

February 5, 2024 6:30pm – Kilmer Staff Room

**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 | Derek Howell |
| Theresa Roberts | Jamie Kaminski |
| Sheree Palmer (virtual attendee) |  |

**Agenda**

* Call to order
* Approval of Agenda
* Approval of February 5, 2024 Meeting Minutes
* Executive Reports
  + President: Rachel Klages
  + Treasurer: Byron Wynne
  + DPAC: Todd Gelinas
  + Principal: Theresa Roberts
* Old Business
  + Grade 5 camp has been secured with funds raised from community value books. KPAC has allotted $1,500 for other costs associated with camp and leaving ceremony.
  + Carnival committee established and met the beginning of the month. There has been some discussion around switching this year’s carnival to an end of year BBQ in order to not take away from Hazel Trembath’s carnival, as well as to not exhaust local business that would be supporting both. Discussion tonight needed as to how this will look for our budget at expected cost is between $4,000 - 5,000 and we projected $4,000 profit.
  + Movie Night is on MunchaLunch; admission and treat box to be purchased ahead. Concession available night of.
* New Business
  + Motion to approve deposit of $625 to secure date for Parent Social Night at Cat & Fiddle Pub.
  + Motion to approve Bylaw Amendment: Formalize structure, change in wording for internal controls to be established \*This is what has been followed all year; need to make sure same process going forward, two people are signing off on all expenses monthly.

**Minutes**

* Call to Order
  + Rachel called the meeting to order at 6:34pm
* Approval of Agenda
  + Caren approves, Maddi seconds
* Approval of January 8, 2024 meeting minutes
  + Tracey approves, Rachel approves
* Executive Reports
  + President: Rachel Klages
    - Nothing to report other than updates to come in New Business.
  + Treasurer: Byron Wynne
    - Removed Carnival from budget due to preparation and up-front financial needs. Ideally large events like this should be tied to a fundraising event for a larger capital expense vs a general expense. See new business for more details.
    - There’s $5,000 in savings available for school expenditure or to be put into a higher interest savings option, however, KPAC should have a goal on what the funds are for. This will be built into the 2024-2025, ideas are welcome.
    - Gaming grant money will be spent on field trips, these come in towards the end of the year.
    - Spring performance and most performances for the rest of the year have been booked.
  + DPAC: Todd Gelinas
    - Program of choice and registration dates have been ongoing in January into February
    - Presentation by Indigenous Advisory Council for SD43 – more details in [DPAC minutes](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/dpac43.ca/wp-content/uploads/DPAC-General-Meeting-Minutes-Jan-31-2024.pdf)
    - Conversation on grading system. District clarifying that the old lettering system does not directly correlate with the new system (e.g. extending doesn’t equate to an A).
    - All parents are welcome to attend DPAC meetings.
    - This year there were 1,200 new students to SD43 for 2023-2024 year, this is challenging from a resource perspective. District is looking to plan for future years.
    - SD43 will offer training on how to use SD43 website
  + Administrative Report – Principal, Theresa Roberts
    - Thanks to everyone who volunteers to make Kilmer a great school and community
    - May 31 is the fun fair event for the school – more to come on this later
    - Movie night Friday February 9
    - Hot lunches this year have been amazing – so smooth, so many options available. Volunteering parents have been instrumental in focusing on zero waste and the school is cleaner and there are fewer pest challenges.
    - Grade 5 committee – reached out to, may do more fundraisers
    - Jamie Kaminski starting a new Green Committee – reach out to him if you’d like to volunteer
    - Potential for stream/creek field trip – this is under consideration
    - Hallway cubbies will be repainted in March
    - Gym walls to be repainted – spring or summer, and Velcro for mats at the same time
    - February is Radom Acts of caring and Pink Shirt Day, send Ms. Roberts your photos of pets (for a slide show) for her “pet project”
    - Basketball for grades 4 & 5 – drop in (5’s jamboree)
    - KHL M/W/F – lunchtime for February
    - May Pole – arrived today, 4/5s can sign-up to participate
    - Wednesday morning assemblies are back on monthly
    - Pro-D Day February 23 + Family Day on the 19th
    - Carnival – need a Bon Homme for March 15th
    - Saleem Noon Body Science – looking to be booked, SD43 already teaching the curriculum, this is an add on to support the message. Parent session is offered so parents can know what’s told to their children.
    - Tennis lessons available in April $7/student for two weeks, families in hardship will be supported
    - Earth Day – two weeks after spring break, pack in pack out (liter-free lunch), Kilmer has reduced waste by 50% since last year, butterfly gardens to be planted to learn about pollinators, mason bees to be planted, some classes will hatch butterflies. Brown Creek and Baker Creek – hoping to get the community involved in clean up and care of them with help from the Baker Creek Stewards. Two classes will be a part of Spuds in Tubs.
    - Kindergarten enrollment will be updated at March meeting (enrollment is currently ongoing). French immersion teachers are limited so no additional classes will be added for next year. Next year we’ll have 5 French Immersion classes.
* Old Business
  + Grade 5 camp has been secured with funds raised from the community value books sales to reduce the cost. KPAC has provided $1,500 for other costs associated with camp and the leaving ceremony. The remaining cost will be averaged per child for the kids to go to camp. Grade 5 committee parents can do additional fundraisers if they’d like to raise more money.
  + Carnival committee was established and met the beginning of the month. There has been some discussion around switching this year’s carnival to an end of year BBQ in order to not take away from Hazel Trembath’s Carnival, as well as to not exhaust local business that would be supporting both. This, coupled with the up-front costs were too much without budgeting and understanding of what goes into running this type of event. Cost to rent equipment plus inflation have costs very high in the last few years. Instead KPAC will offer a Fun Fair with games and BBQ on May 31, this will provide a fun community event and bring in some of the expected money that Carnival was slated to make.
  + Weekly fun lunches will start after Spring Break to bring in more money that was expected from Carnival which isn’t happening.
  + Movie Night is on MunchaLunch. Admission and treat box to be purchased ahead, and concession will be available the night of.
* New Business
  + Motion to made to approve a deposit of $625 to secure a date for a Parent Social Night at the Cat & Fiddle Pub. In order to book, deposit is required (50 tickets). Selling over 50 tickets and the money comes back to Kilmer. Likely cost is $25/ticket. KPAC can apply for a gaming license to do a raffle. Todd approves, Maddi seconds and quorum is reached.
  + Motion to approve Bylaw Amendment: formalize structure, change in wording for internal controls to be established (this is what has been followed all year; need to make sure same process going forward, e.g. two people are signing off on all expenses monthly). [Red-lined shows changes.](https://mail.google.com/mail/u/0/#inbox/CllgCHrjFBhwDRwcVGdrDfSqSWTRLnzmvBhlfpHrNpBsKbStdkTPgVsmcvFhpTzLQwGDKpNPPFg?projector=1&messagePartId=0.1)
    - Todd Approves, Tracey seconds and quorum is reached.
  + Discussion over future DPAC election via secret ballot. This is part of School Act of BC and cannot be removed.
  + Purdy’s fundraiser is up and running until March for ordering

7:55 pm – meeting adjourned. Next meeting is March 4, 2024 in the Kilmer Library.