Kilmer Parent Advisory Council (KPAC) Meeting Minutes

Jan 8, 2024 6:30pm – Kilmer Library

**Executive Attendees**

|  |  |  |
| --- | --- | --- |
| **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 | Caren Grande |
| Theresa Roberts | Jamie Kaminski |
| Jennifer Pownell |  |

**Agenda**

* Call to order
* Approval of Agenda
* Approval of December 4, 2023 Meeting Minutes
* Executive Reports
  + President: Rachel Klages
  + Treasurer: Byron Wynne
  + DPAC:  Todd Gelinas
  + Principal: Theresa Roberts
* Old Business
* New Business

**Minutes**

* Call to Order
  + Rachel called the meeting to order at 6:30pm
* Approval of Agenda
  + Juliana approves, Caren seconds
* Approval of December 6, 2023 meeting minutes
  + Juliana – approves, Tracey - approves
* Executive Reports
  + President: Rachel Klages
    - Community lunch was a success, equal lunches ordered to number of students plus some staff ordered as well. Many parents donated to support with a donation to cover the cost of the hot lunch. Event took over 15 parents to support the making and distribution of food, with 3 parents all day to support the event.
    - Purdy’s - $692, this was less than the projected target
    - Created by Kids – over $500 made
    - Some Return It bags were returned to support KPAC over Christmas
    - Pub night – discussing option to host a pub night plus movie night, will need volunteers to support hosting these
    - Carnival – committee to start meeting soon. Volunteers are welcome.
    - Looking at options for 50/50s for Carnival and Sports Day
  + Treasurer: Byron Wynne
    - Financials are in good shape. Hot lunches have been prepaid by most for next few months.
    - Teacher incentives will come in over the next few months
    - Field trips will be coming in between now and June
    - Next month will be a bylaw amendment vote
      * 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 February
  + DPAC: Todd Gelinas
    - Will look into current bylaw requirement to vote in DPAC representative
    - No meeting since last KPAC meeting
  + Administrative Report – Principal, Theresa Roberts
    - Student Learning Focus for January
      * Black Excellence Day – Monday January 15th
      * STEAM - teachers will be collaborating this month with in house expert teacher, Gavin (AI discussions)
      * Hannah to implement technology for learning in classrooms
      * Teachers will be meeting towards the end of the month to review supports for students and adjusting supports as needed. Example: for primary grades… who is reading at grade level right now and who is not yet reading at grade level?
    - Facility Updates and Costs
      * Bike rack and install – cost of rack was $3,929.16, paid by KPAC in June 2023. In addition, the concrete estimated cost was $3,500 (has not been billed to school yet) and install cost is $800.
      * Water Bottle Filling Station at Library: replaced by SD43, no cost to school
      * Water Bottle Filling Station at gym: costs of $5,500, donations to date: $2,531.23, remaining cost: $2,968.77.
      * Gym Painting - district to cover costs of painting the gym walls in 2024
      * We are still waiting on work orders: cleaning remains of old mural, install white boards to Room 301, 202
    - School events for Term Two:
      * Athletics: soccer at lunch, basketball for grades 4/5, KHL teams established
      * May Pole Dance team starts practices soon
      * Student/class performances will be at Wednesday morning assemblies (monthly)
      * Pro D days - last Monday in January, last Friday in February
      * Carnaval with Bon Homme Friday March 15th
      * Other: registration for Cross Catchment and Program of Choice starts soon; child care – Ms. Roberts is trying to get on-site childcare at Kilmer
      * Art Starts – booked for Spring
      * Saleema Noom – to be looked at for this year or early next year
* Old Business
  + All discussed under Executive and Principal reports
* New Business
  + Carnival planning is ready to begin, including sourcing of raffle prizes.

7:42 pm – meeting adjourned. Next meeting is February 5, 2024 in the Kilmer Library.