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.