Kilmer Parent Advisory Council (KPAC) Meeting Minutes

March 6, 2024 6:30pm – Kilmer Staff Room

**Executive Attendees**

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

**Non-Executive Attendees**

|  |  |
| --- | --- |
| Juliana Fullerton | Theresa Roberts |

**Agenda**

* Call to order 6:37pm
* 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 6:37pm
* Approval of January 8, 2024 meeting minutes
  + Juliana approves, Byron seconds
* Executive Reports
  + President: Rachel Klages
    - Emailed DPAC president; SD43 is currently revising their district policies and procedures. I requested DPAC propose setting up online application for volunteers Criminal Record Check to increase accessibility thus increasing our volunteer population
  + Treasurer: Byron Wynne
    - February financial reports have been posted to PAC documents online
    - Will continue to monitor projected forecast to ensure KPAC finishes the year without a loss
  + DPAC: Todd Gelinas absent but emailed notes from last DPAC meeting. As always all DPAC meeting minutes are posted online
    - Discussed how to handle 50/50 or funds collected under a gaming license: money raised needs to go into gaming account and then dispersed from there following rules about gaming money spending
    - 500 kids accepted for cross catchment first choice, 82 got their second choice. About 80% of applicants were accepted and resolved
    - Discussed music in SD43 schools. Kilmer is very lucky to have the music program and teacher that we do have. Not all schools in the district have the music activities that we have
    - Student leadership council was having conversations around the schools. Discussion about sourcing sustainable products. No specifics were given however they are interacting with the district purchasing department
    - Discussion around getting parents out and handling volunteers: popular suggestion was to keep PAC meetings on an agenda and letting freeform happen afterwards. Form subgroups and connect like-minded parents. Consensus is that the majority of PAC’s are having issues.
    - DPAC bylaw changes proposed, in person meeting April 25, 2024 to vote on changes
* nominees must understand what they volunteered for and must have the time to perform the duty
* removed health and safety coordinator
* resigned excutives during tenure cannot seek re-election for 1 year following resignation
* May is DPAC election meeting
  + Administrative Report – Principal, Theresa Roberts
    - Projected Enrollment for 24-25 to be presented in April. At this point there are apx 240 students enrolled for September. 11 divisions in total. It is anticipated to increase to 12 divisions by September as it did this past year. Parents will be invited to share class considerations for their children directly via email to Mrs. Roberts
    - School events for the spring will continue to be posted in monthly newletters and posted to the school digital calendar. Term 3 will be a busy three months to finish the school year
    - Tennis lessons will be the first two weeks in April at a cost of $14/student, the school will cover $7 of this cost and families in hardship will be supported
    - Earth Day/Earth Month – two weeks after spring break will be pack in pack out (liter-free lunch) with a dance party at recess to celebrate success in this program, 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 have planted their potatoes as part of Spuds in Tubs program
    - Staff Wishlist for next year has been put forwards. $1000 towards iPads/laptops, $1000 towards artist painting emergency prep storage bin with students, increase the per student amount for field trips and supplies to keep up with inflation.
* Old Business
  + Seleema Noon parent presentation was February 28th via zoom. Students will have age-appropriate body science lessons Tuesday and Wednesday this week. Parents were given option to have their children participate. As always this program supports the curriculum that Kilmer staff teaches and highlights the importance of body awareness to help keep kids safe. We were able to qualify for a grant to cover the cost of the student presentation. KPAC paid $346 for the parent session.
  + Kilmer Spring Social has been purposed for a Friday in April at Cat&Fiddle pub. A deposit for the first 50 tickets sold needs to be paid to book the night. A gaming license also needs to be purchased to have a 50/50 that night. All tickets will be sold for $25. Every ticket over and above 50 will go towards the fundraiser. Advertising will have to happen immediately after spring break.
  + Fun Fair has been booked for Thursday June 6, 2024. We have booked inflatable games with JELKS; a local small business. As a parent herself, the owner understands how difficult finding volunteers to run these events and the deposit is completely refundable for schools. Discussion has happened about using signup.com for parent volunteers as well as themed baskets for raffle donations.
* New Business
  + Gr 5 parent Lisa has booked Me-N-Ed’s fundraiser nights for April 10th and May 8th. These will go directly towards Camp Sasamat trip. Both dates are on the school calendar. Gr.5 committee would also like to run a treat day in April.
  + Food and Nutrition program schedule until end of the year. Emails have been sent about trying new food items. Gr.5’s have taken a leadership role in helping with distributing milk and fruit/veggie. Discussion about teachers using program pdfs for education. Anyone wishing to access this information at home can go to <https://www.bcaitc.ca/resources>
  + Discussion around Stream of Dreams grant application. As this is a large cost item, $17 per student, it will need to be added to budget meeting in May to determine if it’s something KPAC would like to continue to support every 6 years. This frequency ensures all Kilmer students are part of the program once in their elementary school years.

7:20 pm – meeting adjourned. Next meeting is April 4, 2024 in the Kilmer Staff Room.