Kilmer Parent Advisory Council (KPAC) Meeting Minutes

November 6, 2023 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 | Absent with regrets |
| Tracey Deschenes | Secretary | X |

**Non-Executive Attendees**

|  |  |
| --- | --- |
| Juliana Fullerton | Samantha Vaissade |
| Sheree Palmer | Violetta Leung |
| Maddi Hagel | Theresa Roberts |
| Brittany Pike |  |

**Agenda**

1. Call to Order
2. Approval of Agenda
3. Approval of September 25, 2023 meeting minutes
4. Executive Reports
   1. President: Rachel Klages
      1. Hazel Trembath, school vandal watch 604-927-7600
      2. Juliana Fullerton now working for SD43- can no longer hold executive position according to our bylaws, can stay as an acting vice-president however will not be part of quorum for voting purposes. Position can be considered vacant if anyone would like to fill the vacancy.
      3. we have had a portion of our bus fund paid for by DayTrippers- thank you to Brittany for applying for $1,500 to cover the pumpkin patch field trip!
      4. Halloween Dance was organized by Maddi and was over $2,500 profit. Using online ordering made a huge difference when ordering food and streamlined the entrance process.
      5. Return-It; we have four parents stationed after each Fun Lunch at the four waste/recycling stations. Most students are good with sorting however we are still having problems with unaccepted materials ending up in the refundable bins; these need to be sorted Friday afternoons before depositing at a Return-It centre.
   2. Treasurer: Byron Wynne
   3. DPAC: Todd Gelinas
5. Administrative Report – Principal, Theresa Roberts
6. Old Business
   1. Jen McLarty still looking for parent volunteers for breakfast program. Please connect with Ms. McLarty or Ms. Roberts if you’re able to volunteer.
   2. Carnival Committee - Jennifer Pownall has stepped forward to volunteer on carnival committee; we will need three more volunteers by end of 2023. KPAC is tentatively looking at May 31st as a Carnival date.
   3. Community Value Books sold by Gr.5’s; this was a successful fundraiser for their end of year trip. They will still have to raise more funds for the cost of the trip. It has been discussed capping the amount of money raised by Gr.5’s in order to be considerate of upcoming grade fours; if funds exceed x amount then it is left in a legacy fund for the following year.
7. New Business
   1. Craft Fair planned for November 17th from 5-9pm; 36 vendors have purchased spots, KPAC is interested in purchases a concession Square for non-cash sales. More research will go into this before a purchase is made.
   2. Budget Presentation - Large capital purchases for this year have been discussed; some parents would like to donate larger amounts to our school; SD43 will issue tax receipts for donations larger than $25 dollars; Examples of large capital items include a new water bottle refile station and stage curtains.

**Minutes**

1. Call to Order
   1. Rachel called the meeting to order at 6:33pm
2. Approval of Agenda
   1. Juliana approves
   2. Tracey seconds
3. Approval of September 25, 2023 meeting minutes
   1. Tracey – approves
   2. Sheree - approves
4. Executive Reports
   1. President: Rachel Klages
      1. SD43 school vandal watch is 604-927-7600, this is a 24-hour tip line. Unlike Hazel Trembath which was out of sight from houses and passersby, Kilmer is easily seen from almost all angels. Report any suspicious activity.
      2. Juliana Fullerton is now working for SD43 and is no longer able to hold an executive position, according to our bylaws. She is allowed to stay as an acting vice-president, however, will not be part of quorum for voting purposes. The position is considered vacant if anyone would like to fill the position.
      3. October pumpkin patch buses were partially covered by DayTrippers. Thank you to Brittany for applying for $1,500 to cover the pumpkin patch field trip!
      4. The Halloween Dance was organized by Maddi and was over $2,500 profit. Using online ordering made a huge difference when ordering food and streamlined the entrance process.
      5. Return-It - we have four parents stationed after each Fun Lunch at the four waste/recycling stations. Most students are good with sorting however we are still having problems with unaccepted materials ending up in the refundable bins; these need to be sorted Friday afternoons before depositing at a Return-It centre.
   2. Treasurer: Byron Wynne
      1. Strong financial position overall
      2. Bike racks cost came out of the 2023-2024 budget although not budgeted for
      3. Hot lunch $600
      4. Halloween Party $2,600
      5. Everything is more expensive with inflation this year, performance costs have increased, this will need to be accounted for next year
      6. Financial bylaws will need to be adjusted and voted on next meeting
      7. Gaming grant has been deposited
   3. DPAC: Todd Gelinas (email update of DPAC meeting).
      1. [Video](https://www.instagram.com/reel/CyzQyJNP-HR/?igshid=MzRlODBiNWFlZA%3D%3D) shared of the replacement school for Hazel Trembath
      2. A discussion occurred around the updated report card framework for secondary schools kicking in district- wide. Community response is primarily negative and the district mainly responded by encouraging parents to have teacher meetings to get a better understanding of where their child is. This [presentation](file:///Users/traceydeschenes/Desktop/KPAC/2023-2024/Minutes/1.%09https:/curriculum.gov.bc.ca/sites/curriculum.gov.bc.ca/files/pdf/reporting/k-12-student-reporting-webinar-series-presentation-slides.pdf) on the changes could help parents understand the system better.
      3. There was a presentation by a group of former SD43 students now perusing graduate studies in education. The focus was on teaching secondary school students [how to use naloxone](https://naloxhome.com/). Kilmer is too young for this type of information, for this but they do encourage parents to be informed.
5. Administrative Report – Principal, Theresa Roberts
   1. Facility Updates
      1. The bike racks were installed
      2. The water bottle refilling station at 200 wing was replaced with new one
      3. SD43 Facilities is looking at replacing one water fountain at gym with a water bottle filler
      4. We are still waiting on work orders for: cleaning old mural, install white boards to Rooms 30 and 202
   2. Staffing Updates
      1. Two additional EAs have been hired to support students (due to increased enrollment)
      2. Learning Assistance teach is adding an additional teacher staffing for learning assistance
   3. Learning Focus - we are focusing in two areas right now:
      1. implementing learning assistance groups to support students
      2. using the tech apps and sharing machines in a logical fashion for students across the school (matific, je lis, raz kids, hear builder and lexia)
      3. Adding to our FRIM Student and Teacher materials and resources with support from SD43.
   4. FSAs (Foundation Skills Assessment) are now complete for grade 4 students. Parents will receive the results in December. January will be the administration of the MDI Survey (middle Years Developmental Index) also for grade 4 students. The data from these assessments helps us plan our school goals and work to improve the school overall.
   5. For the past two weeks and this week we have had many IEP meetings with parents. And Safety Plan meetings for staff planning for specific students. There are also some parent-teacher meetings to check on student progress and behavior this month. The School Psychologist is coming to observe selected students and to prepare for assessments, and the Speech Language Pathologist is here on Thursdays working with our identified students and observing anyone who may not yet be identified formally, but that staff or parents are wondering about.
   6. Report Cards, now called Learning Updates, will be published to the Family Portal on Tuesday December 19th.
   7. November and December School Events:
      1. Remembrance Day Assembly 9-10am - Nov 9th
      2. Volleyball Grade 5 Jamboree at Citadel Middle - Nov. 21
      3. Lunchbox Theatre Performance - Nov. 22
      4. Scholastic Book Fair (English) – last week of November into December
      5. Lacrosse Assembly with Vancouver Warriors - Nov. 29th
      6. Lacrosse Lessons for classes in gym classes - Dec 11-14
      7. Candy Bags for Seniors – December. Keep sending your candy in!
      8. Gingerbread House
         1. School will supply: milk cartons, graham wafers and ice cream cone
         2. Families to supply: candies and icing
      9. Holiday Show: Dec.19 Dress Rehearsal, Dec 20 Concert A-L, Dec 21 Concert M-Z 9-10 or 10:30am all three days
   8. January Events:
      1. Athletics: Basketball camp and KHL
      2. Student /class performances will be on Wednesday morning assemblies beginning in January
6. Old Business
   1. Jen McLarty is still looking for parent volunteers for our breakfast program.
   2. Jennifer Pownall has stepped forward to volunteer on carnival committee; will are still looking for additional volunteers to support this fun community event.
   3. Community Value Books sold by Grade 5’s - this was a successful fundraiser for their end of year trip. They will still have to raise more funds for the cost of their trip. Some questioned whether is possible to cap the amount of money raised by Grade 5’s in order to be considerate of the next year’s grade 5’s. For example, if they fundraise greater than a predetermined amount would they be required to leave the rest of the money to future grade 5’s? Discussed that Grade 5 fundraising is completely separate from KPAC and PAC cannot limit the Grade 5’s spending. If any grade 5 year is extremely successful in fundraising we suggest that instead of spending more than they originally budgeted for, they could leave money for the next year or purchase a legacy gift for the school.
7. New Business
   1. Kilmer’s first Craft Fair is planned for November 17th from 5-9pm; 36 vendors have purchased spots. KPAC is interested in purchasing a concession Square for non-cash sales. More research will go into this before a purchase is made.
   2. Large capital purchases for this year have been discussed, for example a new water bottle refile station or stage curtains. If parents want to donate directly to the school, SD43 will issue tax receipts for donations $25 dollars or greater. This money goes directly to the school not the PAC.
   3. Budget amendment for non-enrolling teachers; student consumables by teacher for Richelle Turner, Jen McClarty, Pauline Li, Wendy Hyatt & Greg VanSickle – this item has been moved to the December meeting agenda.
   4. Volunteers for subcommittees are still needed (Grade 5s, Fun Lunch). Please volunteer your time even if only for a few hours.
   5. Upcoming Events
      1. Christmas Craft Fair November 17th
      2. Christmas Purdy’s due December 2nd
      3. Hockey game; Coquitlam Express or Vancouver Giants in the new year
      4. Breakfast with Santa December 9th

7:49 pm – meeting adjourned.

Next meeting is December4, 2023 in the Kilmer Staff Room