# KILMER PARENT ADVISORY COUNCIL

## MEETING MINUTES

**Date:** November 2, 2026
**Time:** 6:30–7:46 p.m.
**Location:** School Library

### Executive Members

**President:** Christiane Parker
**Vice President:** Rachel Klages
**Treasurer:** Diana Elliott
**DPAC Representative:** Samantha Vaissade
**Secretary:** Erin Benevoli

### Attendees

**Principal:** Theresa Roberts

**Other attendees:**

- Derek Howell
- Katt Green
- Curtis Cadwallader

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## 1. Welcome, Call to Order and Land Acknowledgement

The meeting was called to order at **6:33 p.m.**

“We acknowledge that we learn on the traditional, ancestral, and unceded territories of Kwikwetlem First Nations. I am grateful for a place to learn. Thank you to the Indigenous people for caring for the land. I benefit from the clean air and fresh water.”

## 2. Introductions

The PAC welcomed Katt Green, who attended her first meeting as the Munch-a-Lunch coordinator.

## 3. Previous Minutes

**Motion:** To approve the previous meeting minutes.
**Moved by:** Christiane
**Seconded by:** Rachel
**Carried:** Yes

## 4. Approval of Agenda

The agenda was reviewed and approved.

**Motion:** To approve the agenda.
**Moved by:** Christiane
**Seconded by:** Rachel
**Carried:** Yes

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## 5. Administrative Report — Principal, Theresa Roberts

SD43 App & Website

- Now updated KPAC page
- Website calendar has corrected dates
- APP is advertised for parents and has improvements from Kilmer Office

School Events- Fall Term

- Remembrance Day Assembly (9-10am. Tuesday November 10") - Scouts Canada and Cadets welcome in uniform for the assembly; time capsule contribution
- Nature Walks with Vancouver Avian Research Centre-all classes Nov 4/5
- Lacrosse Lessons in gym classes Nov 2-6
- Ringette lessons in gym classes Nov 23-27
- Gymnastics Unit in gym classes Nov 30-Dec 11
- Santa Breakfast: Saturday, December 12
- Holiday Skate- NO Ice time- cancelled
- Candy Bags for Seniors- collecting candy until Nov 20, decorating & filling bags
- Gingerbread Houses- parents invited date: Wednesday, December 16 in the afternoon from 1:15-2:15pm
- Lunch Box Theatre performance November 18
- Rhythm Nation performance November 25

School Improvements

- Retaining wall to be redone outside the tetherball court area- delayed
- Bell work order in- bell sounds inside the school at regular volume but is quiet and short outside.

Grade Fives - Parent Committee

- The committee is gathering donations to support grade five celebrations in June.
- Camp Sasamat is booked for May 18. Cost will be more than last year as there are 30 students to split the cost as compared to 40-45 the previous 2 years.
- Created by Kids Art Fundraiser- available for orders soon
- Me'n Ed's Pizza fundraiser is coming soon! November 24.

Discussion:

- **Excel Martial Arts:** Theresa is meeting with Excel Martial Arts to discuss bringing martial arts activities to the school during lunchtime for one to two weeks in January. There may be a fee, with potential for the program to also generate fundraising revenue for the school.
- **Movie Night:** Excel Martial Arts has previously hosted movie nights, with a portion of the proceeds going to KPAC.
- **Grade 5 Me-n-Ed's Fundraiser:** Cheques should be made payable to **Kilmer Elementary**, rather than Kilmer PAC.
- **Return-It Account:** Kilmer has a Return-It account associated with the school phone number: **604-941-3401**.

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# 6. Executive Reports

## a. President — Christiane Parker

**Purdy's Fundraiser**

- The Purdy's fundraiser has launched.
- At the time of the meeting, sales totalled **$309.50**, with KPAC earning 15%, or approximately **$46**.

**Munch-a-Lunch**

- If a hot lunch is not collected, the PAC will arrange to collect it and make it available to a family in need. Unclaimed lunches should be kept refrigerated.
- Parents are reminded to notify the school before lunchtime if their child will be absent and they intend to pick up their child's lunch.

## b. Treasurer — Diana Elliott

**Current Balances:**

- Main chequing account: **$24,710**
- Gaming account: **$4,800**

The PAC is in a positive financial position following receipt of the gaming grant and revenue from hot lunch orders.

## c. DPAC — Samantha Vaissade

Samantha provided updates from the latest DPAC meeting.

**Anti-Racism Survey Results and Next Steps**

Wendy Yu from SD43 presented findings from the district's anti-racism survey, which gathered feedback from staff, students and families.

The survey aimed to:

- Understand the experiences of staff, students and parents.
- Identify existing strengths and areas for improvement.
- Use the findings to inform future priorities and next steps.

**Key Findings**

- **Staff:** Acknowledged that racism exists within schools, including through power dynamics and peer interactions. Staff identified a need for additional training and support.
- **Students:** Generally reported feeling a sense of belonging and viewed their schools as trusted environments. However, some students were hesitant to report incidents due to concerns about being labelled a "snitch." Confidence in district-level communication and reporting processes was also lower.
- **Families:** Generally feel their children are safe at school but would like clearer reporting procedures, more transparent communication and greater consistency in how concerns are addressed.

**Three Areas for Improvement**

1. **Trust gaps:** Building confidence in how schools and the district respond to concerns.
2. **Capacity gaps:** Providing staff with training, resources and support.
3. **Clarity gaps:** Improving understanding of reporting procedures, communication and expectations.

**District Priorities**

- Clearer reporting processes.
- More consistent responses across schools.
- Improved communication about reporting, follow-up and outcomes.
- Additional education, training and resources for staff and school communities.

**Opportunities for PACs**

PACs can request presentations tailored to their school communities. Topics include:

- Anti-racism, diversity and acceptance.
- Neurodiversity awareness and inclusion.
- Age-appropriate classroom or school-wide presentations.

Presentations can be customized to the needs and age groups of the school.

**Contact:** Wendy Yu — wyu@sd43.bc.ca

**SD43 Website Updates and Technology Improvements**

Veronika Farnell from SD43 Technology and Information provided an overview of the new district and school websites and upcoming technology improvements.

**New Website Features**

- School calendars and upcoming events.
- Attendance information and bell schedules.
- School announcements.
- Important links and forms.

**Mobile App**

- Families can access school information without creating an account or signing in.
- The app provides school announcements, calendars and push notifications.
- Families can follow one or multiple schools.

**Future Personalized Parent App**

The district is developing a separate, secure app requiring families to sign in using their MyEducation BC (MyEDU) credentials. Planned features include:

- Reporting student absences.
- Viewing individual student schedules.
- Potential future access to grades and other academic information.

Access to sensitive student information will be introduced in a later development phase due to privacy and security requirements.

**MyEducation BC Improvements**

The district also plans to make MyEDU more user-friendly, beginning with a goal of reducing how frequently parents need to sign in.

**Key Takeaways for KPAC**

- The district has identified opportunities to improve trust, communication and staff capacity around anti-racism.
- PACs can request presentations on anti-racism, inclusion and neurodiversity.
- The updated school websites and mobile app provide easier access to school information and notifications.
- Further improvements to parent access and student-specific information are planned.

**KPAC Follow-Up**

- Consider whether the Kilmer community would benefit from an anti-racism, inclusion or neurodiversity presentation.
- Share information with families about the updated school website and mobile app.
- Explore how KPAC meetings can be more clearly advertised on the school website, potentially as website events rather than calendar entries, to streamline communication with families.

### d. Fundraising — Maddi Hagel/Rachel Klages

**Halloween Bash**

- The Halloween Bash was well received, and the children enjoyed the event.
- Approximately **$1,760** was raised, falling short of the $2,000 budget.
- Attendance was significantly lower than the previous year, keep in mind we have lower enrollment this school year.
- Historically, the fundraising goal for PAC events has been approximately $1,000.
- Future events may experience similar attendance levels, which should be considered when planning budgets.

**Event Clean-Up**

- For future evening events, the PAC may want to have caretaker Jason’s cell number available to coordinate use of the large broom for final clean-up.

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## 7. Old Business

### a. Accessible Lunches

The PAC continued discussion about introducing a more affordable lunch option for students, potentially beginning in January.

**Discussion**

- The goal is to offer an accessible lunch approximately once per month.
- Christiane volunteered to approach local food establishments to ask whether food could be provided at cost.
- The proposed price would be approximately $2-3, with cash payment.
- Donations through Munch-a-Lunch could contribute to a fund to help cover the difference between the cost of the food and the amount charged to families.
- Advance orders would help estimate quantities and reduce food waste.
- The PAC discussed options for distributing extra food, including donating it to a local soup kitchen or refrigerating suitable items for students in need the following day.
- School Cash Online may be a possible option for obtaining food permissions.

**Next Step:** Christiane will investigate food options and potential suppliers.

### b. Port Coquitlam Community Grant Application — Trees

No updates at this time.

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## 8. New Business

### a. Movie Nights

The PAC discussed the possibility of hosting a movie night. No event is currently planned.

- Previous movie nights have been offered as drop-off events.
- Potential dates discussed:
    - Friday, February 12, leading into Valentine's weekend.
    - Thursday, February 25, ahead of a Pro-D Day.
- The PAC discussed sending a short survey to families to determine which February date would work best.
- The possibility of coordinating a movie night through Excel Martial Arts was also raised.

**Next Steps:**

- Circulate a short survey to gather family preferences for February dates.
- Ask Excel Martial Arts whether a movie night could be arranged through their program.

### b. School Benches

The possibility of adding benches to the school grounds was raised. The idea will be brought to KPAC for consideration as a potential project for the next school year.

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## 9. Questions and Answers

The PAC discussed whether a holiday event could be organized as an alternative to the planned Holiday Skate, which had been scheduled for **Wednesday, December 9**.

One suggestion was visiting the holiday lights at Lafarge Lake. No decision was recorded.

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## SAVE THE DATE

| Date | Event |
|---|---|
| Friday, November 13, 2026 | Craft Fair |
| Saturday, December 12, 2026 | Santa Breakfast |
| Thursday, April 22, 2027 | Spring Fling (Fun Fair) |
| TBD | Movie Night |

### Upcoming PAC Meetings

| Date |
|---|
| Dec 7,2026 |
| Feb 8, 2027 |
| April 5, 2027 |
| May 3, 2027 |

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# ACTION ITEMS SUMMARY

| Action Item | Person Responsible | Deadline |
|---|---|---|
| Discuss January martial arts program with Excel Martial Arts | Theresa Roberts | January 2027 |
| Ensure Grade 5 Me-n-Ed’s fundraiser cheques are payable to Kilmer Elementary | Grade 5 Committee | TBD |
| Share reminders about collecting hot lunches when children are absent | PAC / Munch-a-Lunch | Ongoing |
| Consider an anti-racism, inclusion or neurodiversity presentation for Kilmer | KPAC | TBD |
| Explore how KPAC meetings can be more clearly advertised on the school website | PAC / School | TBD |
| Investigate affordable food options and suppliers for accessible lunches | Christiane | January 2027 |
| Survey families about preferred February movie night dates | PAC | TBD |
| Ask Excel Martial Arts about a possible movie night | PAC | TBD |
| Bring the possibility of installing school benches to KPAC for consideration | PAC | Next school year |
| Explore alternatives to Holiday Skate, including Lafarge Lake lights | PAC | December 2026 |

# NEXT MEETING

**Date:** December 7, 2026
**Time:** 6:30 p.m.
**Location:** School Library

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# ADJOURNMENT

The meeting was adjourned at **7:46 p.m.**

**Minutes prepared by:** Erin Benevoli