

KILMER PARENT ADVISORY COUNCIL

MEETING MINUTES

Date: October 5, 2026

Time: 6:30 p.m. – 8:17 p.m.

Location: School Library

Executive Members

President: Christiane Parker

Vice President: Rachel Klages

Treasurer: Diana Elliott

Fundraising: Maddi Hagel

DPAC Representative: Samantha Vaissade

Secretaries: Erin Benevoli & Jennifer Wall

Non-Executive Members / Attendees

- Theresa Roberts, Principal
- Caren Grande
- Derek Howell
- Danica Odenbach
- Daiana Donici
- Kritegh Karan
- Kim Tregaskis
- Jennifer Pownall
- Iman Kasiri
- Golnaz Shahidi
- Tyler Jessen

1. Welcome and Call to Order

The meeting was called to order at **6:40 p.m.**

The Chair requested that a land acknowledgement be included at the beginning of future meetings. The PAC discussed exploring a land acknowledgement created or used by Kilmer students.

2. Introductions

The PAC welcomed **Katt Green**, the new Munch-a-Lunch coordinator.

3. Previous Minutes

The previous minutes were available in paper copy for review.

Motion: To approve the previous meeting minutes.

Moved by: Rachel

Seconded by: Erin

Carried: Yes

4. Approval of Agenda

The agenda was reviewed and approved.

Motion: To approve the agenda.

Moved by: Samantha

Seconded by: Caren

Carried: Yes

5. Administrative Report — Principal, Theresa Roberts

School Updates and Goals

- **SD43 app and website:** Families are encouraged to follow Kilmer Elementary through the new district app for school news, calendar updates, notifications, events, and online absence reporting.
- **Literacy:** The school continues to see progress from learning interventions implemented over the past three years. Students are being assessed using provincial literacy tools appropriate to their grades.
- **Self-regulation:** The school has introduced a new Self-Regulation Pathway, with teachers continuing to teach self-regulation strategies across the school.
- **Indigenous learning:** Kilmer will continue its September Truth and Reconciliation Commission assembly and June Indigenous Peoples of Canada Activity Day. Students are learning three words from the Kwikwetlem Nation: welcome, thank you, and star.

Upcoming Events and Activities

- October 8: Port Coquitlam Fire Department — Captain for a Day and Drill
- October 14: Vancouver Warriors “Stick to School” presentation

- October 16: Photo retakes
- October 30: Halloween Parade, after lunch
- November 10: Remembrance Day Assembly, 9:00–10:00 a.m.
- November: Ringette lessons and a gymnastics unit during gym classes
- Holiday Skate: Date and time to be confirmed

Lunchbox Theatre, two ArtStarts performances, and the third school mural with artist Rosalynn Colombo are also planned or underway. A Game Ready soccer coach will attend during lunchtime on Tuesdays and Thursdays in the fall term.

Young Actors Workshops for all classes have been booked for January. KPAC support is requested to help cover the cost. BBQ fundraising covers approximately one-quarter of the expense, leaving approximately **\$2,500 to be funded**.

Facilities and Community

- The retaining wall outside the tetherball court area will be redone, and all school lines have been repainted.
 - A laminator was purchased with district support. The Port Coquitlam Firefighter Charitable Fund donated 10 tables and a freezer.
 - Grade 5 families have received a letter outlining upcoming events and celebrations. Thanks were extended to Sheree, Joanne, and Rachel for their work on the Community Values fundraiser.
 - Kilmer will serve as a voting location for two consecutive Saturdays, including voting for school trustees. Families were encouraged to vote.
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6. Executive Reports

a. President — Christiane Parker

- The PAC has two primary sources of funding: gaming grant funding and fundraising.
- Funding available next year is expected to decrease due to lower student enrollment. Current enrollment is **219 students**.
- The PAC discussed recruiting additional parent volunteers through parent communications, volunteer sign-up sheets, and potentially a WhatsApp group.

b. Treasurer — Diana Elliott

- The current balance is approximately **\$24,000**.
- The PAC received its gaming grant on **October 1**.

c. DPAC — Samantha Vaissade

Samantha provided an update from the September 16 DPAC meeting.

District Updates

- Overall student enrollment across SD43 is down this year, while several major capital projects are underway.
- The Charles Best addition is complete, providing 12 new classrooms and approximately 300 additional spaces.
- Burke Mountain Secondary remains on track for approximately September 2027.
- The Montgomery Middle replacement project has gone to tender.
- SD43 is beginning the transition from Directions 2025 to Directions 2030, with opportunities for parent and community engagement.
- SD43 is rolling out new school and district websites, an app, and more regular parent communications.
- PACs were reminded of Gaming Grant reporting requirements.

Fundraising Opportunity — Build a Biz Kids

- Build a Biz Kids presented a developing fundraising program based on children's entrepreneurship courses.
- Participating PACs may receive **40% of fundraising sales**.
- The opportunity may be worth further consideration by KPAC.

Digital Wellness and Literacy

- Carol Todd and Simon Kwok presented on digital wellness and literacy.
- SD43 is placing greater emphasis on helping students recognize misinformation, protect their privacy, understand algorithms, and use social media safely.
- Family resources are available and could be shared with the Kilmer parent community or considered for a future parent-education event.

Resources Shared

- *The Anxious Generation* — Jonathan Haidt
- *The Amazing Generation* — a resource for children in Grades 4–8; some teachers are using it in the classroom
- *The Tech Solution* — Dr. Shimi K. Kang, a Vancouver-based psychiatrist
- *The Dolphin Parent*
- *Childhood 2.0* — a documentary recommended for older children

Next DPAC Meeting

The next meeting will include an anti-racism presentation and another Superintendent update.

d. Fundraising — Maddi Hagel

- The Halloween Bash is scheduled for **Thursday, October 22**.
 - Munch-a-Lunch and Treat Days were discussed.
 - The PAC discussed whether someone may be interested in taking over future Purdy's or flower/West Coast Seeds fundraising.
 - The possibility of adding a donation option to Munch-a-Lunch, with preset dollar amounts, was discussed.
 - The Canada Helps webpage was mentioned as a potential resource for funding support.
 - The PAC discussed a possible "Created by Kids" fundraiser through Photo Expressions, including whether it could be used as a Grade 5 fundraiser to support camp and whether Christmas timing would be suitable.
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7. Budget Presentation and Vote

The following budget information was presented:

- **Student enrollment:** 219 students
- **Provincial classroom funding:** \$20 per student
- **Gaming Grant:** \$4,800
- **General Account:** \$20,550
- **Expected expenses:** \$22,230
- **Projected loss:** \$2,484
- **Projected total general account position:** -\$4,984

Budget Discussion

The PAC discussed technology funding, reducing the amount allocated to Purdy's chocolate, and funding the Young Actors Workshops planned for January.

The Young Actors Workshops were discussed as being similar to a field trip expense. It was proposed that they be listed as a separate expense rather than included under field trips.

Technology Budget Motion

A motion was made to **double the technology budget and roll over \$1,500 from the previous year, providing a total of \$3,000 for technology for the current year.**

Moved by: Rachel

Seconded by: Jennifer

Carried: Yes

Young Actors Workshops

It was agreed that the Young Actors Workshops should be added as a separate expense outside of the field-trip budget, using funds available in the PAC account.

Overall Budget Approval Motion

Motion: To approve the overall budget as presented, including the agreed-upon changes.

Moved by: Chris

Seconded by: Jennifer

Carried: Yes

8. New Business

a. Purdy's Dates

The PAC discussed holding two Purdy's chocolate fundraisers:

- Christmas
- Mother's Day

Further details regarding dates and coordination were discussed.

b. Accessible Lunches

The PAC discussed the concept of offering more accessible lunch options.

Discussion included:

- Further brainstorming is needed to determine what an accessible lunch program would look like.
- Additional volunteer support would be required.
- Any email requesting family support should clearly define the term "accessible lunches."
- The possibility of offering an accessible lunch option for **\$2 on a Treat Day** was discussed.

Outcome: Further discussion and additional volunteer support are required before proceeding.

c. Port Coquitlam Community Grant Application — Trees

The PAC discussed a potential Port Coquitlam Community Grant application relating to trees.

- The proposal would require district approval.
 - Theresa will liaise with the district and assist with proposing the project.
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9. Questions and Answers

No specific questions or additional action items were recorded in the meeting notes.

SAVE THE DATE

Date	Event
October 22, 2026	Halloween Bash
November 13, 2026	Craft Fair
December 12, 2026	Santa Breakfast
April 22, 2027	Spring Fling (Fun Fair)
TBD	Movie Night

Upcoming PAC Meetings

Date
November 2, 2026
December 7, 2026
February 8, 2027
April 5, 2027
May 3, 2027

ACTION ITEMS SUMMARY

Action Item	Person Responsible	Deadline
Explore a student-created land acknowledgement for future meetings	PAC / Chair	TBD

Continue planning and volunteer coordination for Halloween Bash	PAC / Fundraising	October 22, 2026
Explore additional parent volunteer recruitment strategies	PAC Executive	TBD
Explore volunteer support for Munch-a-Lunch and Treat Days	PAC	TBD
Coordinate January Young Actors Workshops funding	PAC Executive	January 2027
Explore future Purdy's fundraising coordination	PAC	TBD
Continue discussion and volunteer recruitment for accessible lunches	PAC	TBD
Liaise with district regarding tree grant proposal	Theresa Roberts	TBD
Explore "Created by Kids" fundraiser through Photo Expressions	PAC / Fundraising	TBD

NEXT MEETING

Date: November 2, 2026

ADJOURNMENT

The meeting was adjourned at **8:17 p.m.**

Minutes prepared by: Erin Benevoli