

KLO Middle School Parent Advisory Council

October 21, 2019

Attendance: Tracey Coupal (Co-Chair), Terry Lum (COPAC Rep), Myrna Stark Leader (Student Voice Rep), Hu Jing Yao (Treasurer), Ward Willison, Karen Anglin, Sarah DeFrancesco-Berg (Co-Chair), Jennifer Nemet (Member at Large), Joelle Brennan (Secretary), Michelle Kirwin, Heidi Kubin (Vice Principal), Chris Oakes (Vice Principal), Maya Peever, Abbey Westbury (Member at Large), Stephanie Harland

Regrets: Allana Scarfo (Member at Large), Ashley Ragoonadon (Principal)

Location: KLO Middle School Library, 3130 Gordon Drive, Kelowna, BC

Agenda	Discussion	Action
Welcome	Meeting called to order by at 1834 by Tracey, Introductions completed	
Review and Approval of Agenda for meeting	Janet requested a motion to approve Agenda as circulated	Motioned to approve as Jen, Seconded by Ward, carried
Review and Approval of Meeting Minutes from September 2019	Tracey requested a motion to approve as amended to correct Terry to Grade 7 parent from Guest, Grade 6 parent	Motioned to approve as amended by Sarah, seconded by Ward, carried
Reports	<p>Vice Principals Report – Heidi Kubin and Chris Oakes</p> <ul style="list-style-type: none"> • Students celebrated Environmental Stewardship Day “Green Day” planned by Grade 8’s <ul style="list-style-type: none"> ○ Students voted to pledge to dispose of garbage in an environmentally friendly way ○ Tree planted with plaque • Clubs are now getting started (Chess, Yoga, Board game, Coding, Social Justice) <ul style="list-style-type: none"> ○ Schedule will be available on website and can be viewed on the whiteboard calendar and school TVs • Grade 9 Assembly on Wednesday 	ALL: Any suggestion/volunteers for clubs, speak with Heidi

Approved Nov. 18 2019

	<p>– topic Vaping</p> <ul style="list-style-type: none"> • Module Farm is moving ahead. Location has been selected and electrical and plumbing are already in place, awaiting permits, anticipate spring launch • School enrollment sits at approximately 830 students <p>PAC Co Presidents Report – Tracey Coupal</p> <ul style="list-style-type: none"> • Tracey acknowledged October is National Principals and Vice Principals month and extended thanks to the office staff for assistance with circulating emails and publicizing meeting dates • Goal to have approved meeting minutes and reports available on website for transparency • Any parent wishing to review the financial report may request through the KLO PAC general email <p>Treasurers Report – Hu Jing Yao</p> <ul style="list-style-type: none"> • Hu Jing reviewed the current financial reports <ul style="list-style-type: none"> ○ Gaming funds have been received and deposited, approximately 16,000 (16,380.00) ○ Gaming Account stands at approximately 20,000 (24, 062.53 including undispersed allocations from previous years) ○ General Account stands at approximately 5,000 (5, 104.50) <p>COPAC Representative Report – Terry Lum</p> <ul style="list-style-type: none"> • Terry read his report from the October 7th COPAC meeting (see attached) 	<p>ALL: Financial records available for review by contacting general KLO PAC email.</p> <p>ALL: Full report attached to minutes</p>
--	--	---

	<p>Student Voice Representative Report – Myrna Stark Leader</p> <ul style="list-style-type: none"> • Awaiting start of student voice • Delayed due to changes to class block structure, elimination of Core block 	<p>Myrna: to contact Heidi for notification once Student Voice started</p>
Old Business	<p>PAC EXEC</p> <ul style="list-style-type: none"> • Bank Signing Authority update <ul style="list-style-type: none"> ○ All 4 executives have attended the Credit Union to submit identification and paperwork ○ Awaiting review by Credit Union before can return to complete final signing authority ○ No cheques can be issued until this is completed <p>BCCPAC</p> <ul style="list-style-type: none"> • Membership Dues of 75.00 must be paid December 1, 2019 • Will be reimbursed by COPAC • Will proceed able to issue cheques <p>COBBS</p> <ul style="list-style-type: none"> • Previous approved allocations of 750.00 x 3 and fees of 25.00 x3 • To be submitted by November 25, 2019 • To be submitted once able to issue cheques 	<p>Follow-up at November meeting</p> <p>Follow-up at November meeting</p>
New Business	<p>PAC Fundraiser – Sarah DeFrancesco</p> <ul style="list-style-type: none"> • Christmas Greens Fundraiser, plan to offer again this year • Discussion on publicity and reminders for events, will be in newsletter, payment will be through school cash online • Discussion on pricing and school profit • Deadline November 24 	<p>Sarah to circulate prices and school return to PAC members to review and approve</p>

	<p>KLO PAC Monies Submission for Reimbursement Deadline - Tracey Coupal</p> <ul style="list-style-type: none"> • Tracey requested a motion to have receipts on all approved funding requests submitted for reimbursement before the end of the school year in order to have an accurate financial record • Discussion regarding outstanding disbursements from previous years • PAC will accept receipts for any outstanding disbursements submitted by November 2019. A list of outstanding allocations was provided to Heidi <p>Budget Expenditures – KLO PAC Gaming Fund Applications – Joelle Brennan</p> <ul style="list-style-type: none"> • Joelle presented the KLO PAC Gaming Fund requests from Teachers • See attached for requests and summary • Discussion about length of time application has been open and will remain open 	<p>Motion to include the following requirement in our funding allocations “The KLO PAC requires that all receipts for approved funding requests be submitted by July 1st of the school year otherwise monies will be forfeit and returned to PAC funds.” Moved by Abbey, seconded by Terry, carried Tracy to provide Principal with a list of outstanding disbursements in May of the school year</p> <p>Joelle to send Summary to Ashley for review and follow-up</p> <p>Heidi/Ashley – applications will remain open until November meeting.</p>
	<p>Motion to Adjourn Meeting by Sarah at 8:32pm</p>	
	<p>Next Meeting – November 18, 2019 6:30PM</p>	